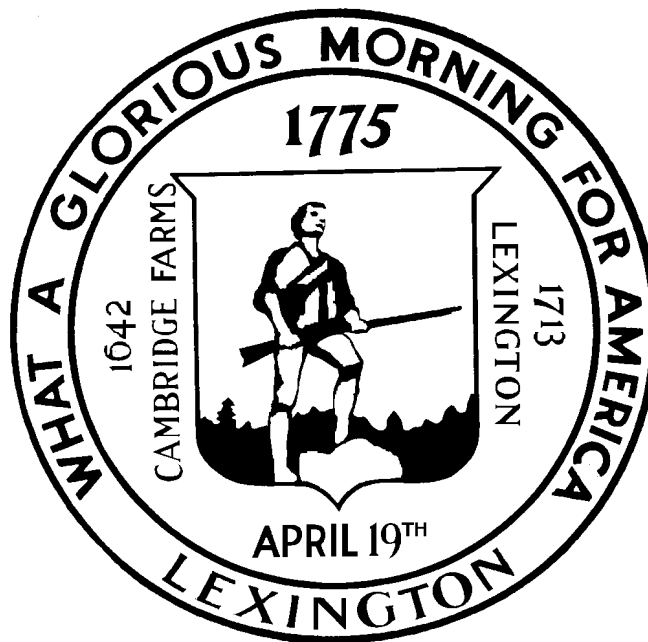


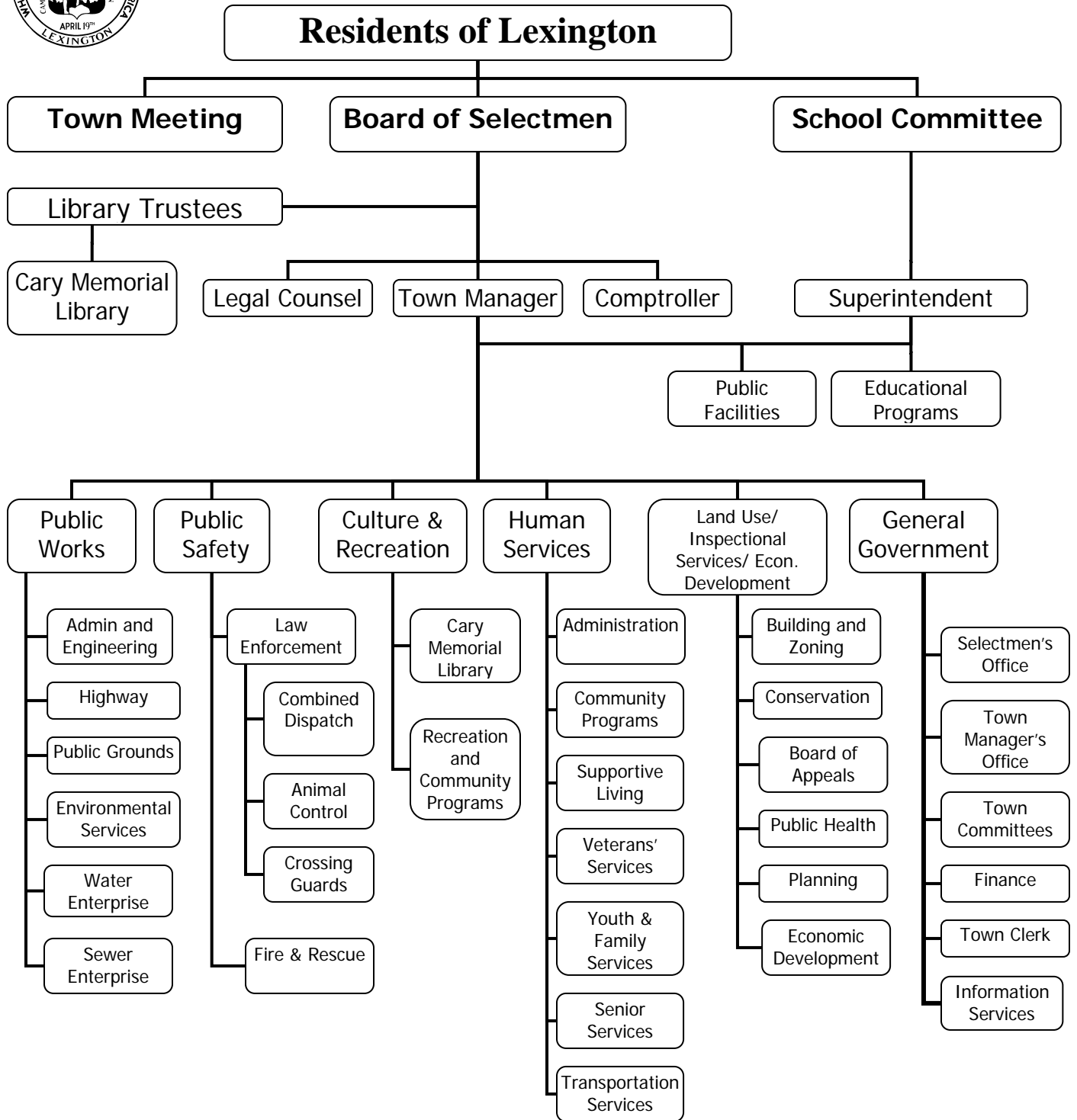
TOWN OF LEXINGTON, MASSACHUSETTS



**FISCAL YEAR 2016
RECOMMENDED
BUDGET & FINANCING PLAN
FEBRUARY 27, 2015**



Town of Lexington Organizational Chart





Town of Lexington

Town Manager's Office

Carl F. Valente, Town Manager
Linda Crew Vine, Assistant Town Manager

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February 27, 2015

**To: Appropriation Committee
Capital Expenditures Committee
Town Meeting Members**

The Board of Selectmen has approved the FY2016 Recommended Budget and Financing Plan and, on February 23, 2015, voted to transmit it to the financial committees and Town Meeting Members for consideration. The Code of the Town of Lexington, Section 90-13, requires the Board of Selectmen to submit its proposed budget for the upcoming Fiscal Year four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

As I conclude my tenth budget for the Town of Lexington, I want to acknowledge the many boards and committees, staff and citizens who participated in this process. Singling out specific individuals to thank would diminish what is a team effort. The diversity of opinion, commitment to problem solving, and focus on community priorities are hallmarks of our Town government. Lexington is well served by the many officials who contributed to this recommended budget and I greatly appreciate their leadership and vision that has been exemplified throughout the budget process.

Sincerely,

Carl F. Valente

Carl F. Valente
Town Manager

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The budget document outlines the Town's financial plan as recommended by the Town Manager. Both the operating and capital budgets are contained in this document. The effective period of this budget is from July 1st, 2015 to June 30th, 2016.

Budget-In-Brief

Report of the Town Manager

The Budget Message is a letter to the Board of Selectmen from the Town Manager in support of the enclosed budget recommendations. The letter provides an overview of the operating and capital budget, identifies significant budget issues, and explains the Town Manager's rationale for budget recommendations.

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The Budget Overview contains several summary tables, which display the schedule of the FY2016 budget process, expenditure and revenue history, and a detailed summary of proposed appropriations for the coming fiscal year.

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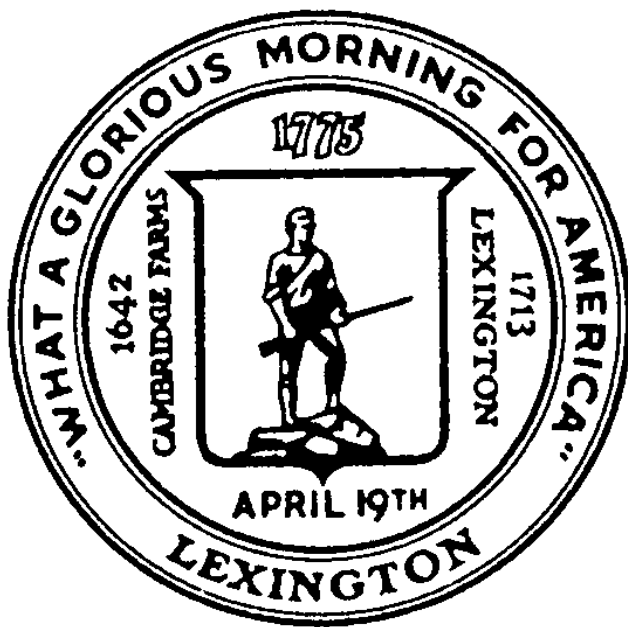
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Acknowledgements

Preparing a budget document with this level of detail is a significant undertaking. I would like to express my appreciation to Superintendent of Schools Paul Ash, Assistant Superintendent for Finance and Business Mary Ellen Dunn, as well as the Senior Management Team and board and committee members who contributed to the development of this budget. I would like to specifically acknowledge Town Accountant Laurie Dell'Olio, Director of Assessing Robert Lent, Human Resources Director Denise Casey and Deputy Town Manager Linda Vine for their work in preparing the many facets of this document. In addition, the completion of this Budget and Financing Plan is due directly to the analysis and extraordinary efforts of Assistant Town Manager for Finance Rob Addelson and Budget Officer Patty Moore.

Carl F. Valente, Town Manager

Report of the Town Manager



REPORT OF THE TOWN MANAGER

The fiscal year 2016 general fund budget totals \$193,549,110, an increase of \$13,362,199, or 7.4 percent over the fiscal year 2015 adopted budget. The recommended budget is balanced and will not require a Proposition 2 ½ override vote. The Board of Selectmen has unanimously approved this FY2016 Recommended Budget and Financing Plan, with the exception of deferring action on the proposed School Committee's Educational Capacity Facility Plan.

Overview of the FY2016 Recommended Budget and Financing Plan

The Board of Selectmen held the first of seven financial summits with the School Committee, Appropriation Committee and Capital Expenditures Committee on October 8, 2014 to begin working on the fiscal year 2016 budget. Following the sixth financial summit, the Board of Selectmen approved the FY2016 recommended operating and capital budgets on February 23, 2015.

Given the recovering State and local economy, the Board of Selectmen established a goal of presenting a budget for FY2016 that was sustainable and would prepare the Town for the long list of substantial capital projects in the coming five years. With this as a priority, the Town Manager and Superintendent of Schools worked to present initial budget recommendations that were within projected FY2016 revenues. On January 12, 2015 the Town Manager presented a Preliminary Budget and Financing Plan that was balanced, but included a number of open issues related to the proposed operating and capital budgets. These issues were discussed at Financial Summits 4-7 and resolved with the exception of the School Committee's Educational Capacity Facility Plan, which is still under review by the Selectmen.

This budget, being recommended to Town Meeting for adoption, provides for:

- \$620,567 to be appropriated from the Capital Projects/Debt Service Reserve/Building Renewal Stabilization Fund (Capital Stabilization Fund) to mitigate the increase in debt service for those capital projects financed within the property tax levy;
- \$110,000 in revenues to be set aside to offset potential reductions in State and federal aid;
- \$9,447,832 in revenues to be appropriated to the Capital Stabilization Fund for future capital projects;
- \$1,862,194 in revenues to be appropriated to the Other Post-Employment Benefits (retiree health insurance) Trust Fund; and
- \$215,000 to be appropriated from the Capital Stabilization Fund to mitigate the Proposition 2 ½ exempt debt service impact of the Bridge, Bowman and Estabrook schools projects.

These proposed reserves and tax relief initiatives are possible due to the moderation in employee/retiree health insurance costs as a result of the Town having joined the State's Group Insurance Commission program, and the Town's strong financial position at the end of FY2014.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 1 provides a summary of the FY2016 General Fund budget, by cost center.

Table 1	FY2015 Appropriated Budget	FY2016 Recommended Budget	Change \$	Chg. %
Education	\$ 87,868,313	\$ 93,263,130	\$ 5,394,817	6.1%
Shared Expenses <i>(Public Facilities, employee/retiree benefits, pension, debt, liability insurance, Reserve Fund)</i>	\$ 47,352,943	\$ 49,978,942	\$ 2,625,999	5.5%
Municipal Departments	\$ 31,957,312	\$ 33,578,271	\$ 1,620,959	5.1%
Subtotal Operating Budget	\$ 167,178,568	\$ 176,820,343	\$ 9,641,775	5.8%
Cash Capital	\$ 5,958,117	\$ 4,871,905	\$ (1,086,212)	-18.2%
Other <i>(Appro. to reserves, misc.)</i>	\$ 7,049,726	\$ 11,856,862	\$ 4,807,136	68.2%
Total General Fund	\$ 180,186,411	\$ 193,549,110	\$ 13,362,701	7.4%
Projected Revenue	\$ 181,102,361	\$ 193,549,110	\$ 12,446,749	6.9%
Surplus/(Deficit)	\$ 915,951	\$ 0	\$ (915,951)	

Selectmen's Budget Principles

In developing the annual operating budget, the Board of Selectmen continued to adhere to the following principles in order to preserve the Town's long-term financial condition:

1. Continue to provide property tax relief to offset the Proposition 2½ debt exclusion costs of funding the Bridge, Bowman and Estabrook school projects.
2. Recurring revenues, not reserves or one-time revenues, should support operating expenses and debt service.
3. Debt will not be used to fund current operating expenditures.
4. Adequate reserves and contingency funds will be budgeted, consistent with the recommendations of the Ad Hoc Financial Policy Committee (2006) as adopted by the Board of Selectmen.
5. The use of reserves to fund operating expenses should be limited to cover temporary revenue shortfalls, consistent with the recommendations of the Selectmen's Ad Hoc Fiscal Task Force (2009).
6. Sufficient funds for building maintenance will be budgeted to properly maintain facilities and equipment as well as foster energy conservation.
7. One-time revenue use should be limited to funding one-time expenses (e.g., capital projects) or used to fund reserve accounts.
8. The core services currently provided through the operating and capital budgets should be maintained, recognizing that changes in service demands may require that additional resources be provided in certain areas.
9. Resources should continue to be provided for road, intersection, traffic calming and sidewalk improvements and to address deferred maintenance in these assets.
10. Continue to provide funding for the post-employment benefits liability.
11. A comprehensive long-term plan for funding critical school and municipal projects should be prepared and presented to Town Meeting.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

The FY2016 Budget in Brief: Financing Plan, Expenditures, Reserves

While the Town's FY2016 operating budget has many complexities, the following matters deserve specific attention:

I. Financing Plan:

a. Revenue Allocation Model: It has been the Town's practice to equitably share Town revenues between the municipal departments and the School Department. Based on a model developed by the Town Manager and Superintendent of Schools and accepted by the Board of Selectmen, School Committee and financial committees, projected revenues are allocated, on a preliminary basis, such that after shared expenses are funded, 73.1 percent of all projected FY16 general fund revenues were allocated to the School Department and 26.9 percent were allocated to municipal departments.

b. Revenue Projection: In FY2016, General Fund revenues are projected to increase by \$12.4 million or 6.9 percent over FY2015 budgeted revenues. By way of comparison, budgeted revenue growth in recent years has been:

- FY15: 3.6 percent
- FY14: 6.9 percent
- FY13: 4.7 percent
- FY12: 4.0 percent
- FY11: 3.9 percent
- FY10: 4.0 percent

Table 2 provides a summary of the major General Fund revenue sources.

Table 2	FY2015 Tax Recap	FY2016 Projected	Change \$	Chg. %	% of Total Revenue
Property Tax Revenue	\$ 148,212,539	\$ 154,493,901	\$ 6,281,362	4.2%	79.8%
State Aid	\$ 11,193,462	\$ 11,430,692	\$ 237,230	2.1%	5.9%
Local Receipts (Recap)	\$ 9,853,431	\$ 10,769,383	\$ 915,952		
Local Receipts not shown on Recap	\$ 915,952	\$ -	\$ (915,952)		
Total Local Receipts	\$ 10,769,383	\$ 11,769,694	\$ 1,000,311	9.3%	6.1%
Available Funds	\$ 11,012,293	\$ 15,604,229	\$ 4,591,936	41.7%	8.1%
Other Available Funds: Use of Capital Stabilization Fund	\$ 919,000	\$ 620,567	\$ (298,433)	-32.5%	0.3%
Revenue Offsets	\$ (2,492,221)	\$ (1,987,549)	\$ 504,672	-20.2%	-1.0%
Enterprise Receipts	\$ 1,487,905	\$ 1,617,576	\$ 129,671	8.7%	0.8%
Gross General Fund Revenues	\$ 181,102,361	\$193,549,110	\$ 12,446,749	6.9%	
Less - Revenue Set-Aside for Designated Expenses	\$ 14,449,660	\$ 17,349,334	\$ 2,899,674	20.1%	
Net General Fund Revenues	\$ 166,652,701	\$176,199,776	\$ 9,547,075	5.7%	

c. Revenue Sources: The property tax remains the Town's primary revenue source, comprising 80 percent of total revenues (**Table 2**). Although residential property values make up 87.6 percent of the total assessed value in Lexington, residential property owners currently pay only 78.3 percent of total property taxes as a result of the tax classification model adopted by the Board of Selectmen (**Table 4**).

Tables 3 and 4 provide a history of the Town's assessed valuation and property tax levy.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 3	Total Assessed Valuation	%Chg. From Prior Year	Property Tax Levy (net of excluded debt service)	% Chg. From Prior Year	Override Year
FY2015	\$ 9,359,615,090	9.4%	\$ 148,212,539	4.5%	no
FY2014	\$ 8,555,595,350	3.0%	\$ 141,842,483	4.8%	no
FY2013	\$ 8,307,956,760	3.5%	\$ 135,386,782	5.3%	no
FY2012	\$ 8,026,687,320	0.7%	\$ 128,615,714	5.2%	no
FY2011	\$ 7,973,719,190	1.0%	\$ 122,202,173	5.4%	no
FY2010	\$ 7,891,590,610	-1.8%	\$ 115,979,750	4.7%	no
FY2009	\$ 8,033,608,130	1.3%	\$ 110,778,389	5.6%	no
FY2008	\$ 7,929,164,350	-1.6%	\$ 104,879,746	9.3%	yes
FY2007	\$ 8,059,234,580	4.9%	\$ 95,954,870	6.9%	yes

Table 4	% Assessed Valuation		% of Property Tax Levy	
	Residential	All Commercial	Residential	All Commercial
FY2015	87.6%	12.4%	78.3%	21.7%
FY2014	86.6%	13.4%	77.3%	22.7%
FY2013	86.6%	13.4%	77.3%	22.7%
FY2012	86.9%	13.1%	77.7%	22.3%
FY2011	87.2%	12.8%	78.3%	21.7%
FY2010	87.4%	12.6%	78.6%	21.4%

State Aid, which is estimated at 5.9 percent of total revenues, is also an important source of revenue. As recently as FY2008, however, State Aid was 7 percent of total revenues. State Aid is currently projected to increase by 2 percent for FY2016, largely the result of the increasing number of students in Lexington's schools. The Legislature, however, will not likely vote the FY2016 State budget until after the close of Town Meeting. This revenue projection assumes that if FY2016 State or federal aid is below estimated amounts, the difference will be made up by the use of revenues set aside in this proposed budget (\$110,000). Federal budget reductions may impact certain School Department grants and State distributions to cities and towns.

Table 5 below provides a recent history of the Town's State Aid including the FY2016 projection.

Table 5	FY2012	FY2013	FY2014	FY2015 Estimated	FY2016 Projected
Chapter 70-Education Unrestricted	\$ 7,051,517	\$ 7,876,799	\$ 8,657,571	\$ 9,584,428	\$ 9,824,039
Charter School Reimbursement	\$ 23,222	\$ 18,769	\$ 12,628	\$ 1,786	\$ 20,571
General Government Unrestricted	\$ 1,202,550	\$ 1,296,276	\$ 1,326,917	\$ 1,363,715	\$ 1,397,808
Veteran's Benefits & Exemptions	\$ 63,817	\$ 156,539	\$ 147,543	\$ 169,557	\$ 127,726
Offsets (School Lunch & Library)	\$ 60,511	\$ 61,751	\$ 69,921	\$ 73,976	\$ 60,549
Total	\$ 8,401,617	\$ 9,410,134	\$10,214,580	\$11,193,462	\$11,430,693
\$ Change from Prior Year	\$ (105,074)	\$ 1,008,517	\$ 804,446	\$978,882	\$237,231
% Change from Prior Year	-1.2%	12.0%	8.5%	9.6%	2.1%

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

II. Expenditures:

Budget highlights include:

- a. **Lexington Public Schools:** The FY2016 School Department proposed General Fund budget (net of grants and other receipts) is increasing by 6.3 percent. The Minuteman Regional High School budget (included in the Education line shown in Table 1) is decreasing by 3.3 percent, largely driven by declining enrollment.
- b. **Municipal Departments:** The municipal budget is increasing by 5 percent, largely the result of:
 - four new firefighter/paramedics (fee supported);
 - staffing for the new Community Center (supported by program fees and the tax levy);
 - staffing for the Visitors Center/Tourism activities (supported by receipts from the Visitors Center gift shop and the tax levy);
 - contractual salary adjustments; and
 - additional staff and equipment for the Town's Information Services/Technology programs.

The proposed municipal budget also reflects two departmental reorganizations:

1. **Department of Recreation and Community Programs:** In May 2015 the new Community Center is scheduled to open and be in full operation later in FY2016. The Town Manager has proposed that the Community Center programs and operations be integrated with existing Recreation programs and certain Senior Center programs, all managed under a Department of Recreation and Community Programs. A number of new staff are proposed for the new Community Center including a general fund supported Director, Office Manager and Clerk. The Youth and Family Program Coordinator, currently in the Human Services Department, will be transferred to the Department of Recreation and Community Programs. Other full and part-time staff may also be hired, but funded through program fees.
 2. **Office of Land Use, Inspectional Services and Economic Development:** The Town Manager has proposed placing the Planning Department, Conservation Commission, Building Commissioner/Zoning Enforcement Office, Economic Development Office and Health Department under a new position titled, Assistant Town Manager for Development. This organizational structure, if approved by the Board of Selectmen, will replace the existing Office of Community Development.
- c. **Health Insurance for Employees and Retirees:** At the time this FY2016 Recommended Budget and Financing Plan was being completed, the State's Group Insurance Commission (GIC), which the Town joined as of July 1, 2012, had not established its premiums for the various health insurance plans it will offer in FY2016. The Town has estimated a 7.5 percent increase in premiums for FY2016. The GIC is scheduled to set its FY2016 premium rates on March 4.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Any budget revisions, if necessary, will be presented to Town Meeting as part of the motion for Article 4.

The FY2016 health insurance budget to be presented to Town Meeting will reflect 45 new school department positions and 13 new municipal positions. This budget also provides for the potential of an additional 45 active employees and new retirees not currently enrolled in the Town's health plans choosing to enroll. Further, the budget makes a provision for those employees who may convert from individual to the more expensive family plans.

Table 6 provides a recent history of the Town health insurance enrollments.

Table 6	Employees/Retirees Enrolled in Town's Health Insurance Program				
Fiscal Year ¹	Municipal Employees	School Employees	Total Employees	Retirees	Total
2007	260	819	1079	948	2027
2008	256	834	1090	976	2066
2009	267	859	1126	991	2117
2010	264	847	1111	1000	2111
2011	272	835	1107	1016	2123
2012	264	827	1091	1034	2125
2013 ²	253	822	1075	1112	2187
2014	269	839	1108	1151	2259
2015	268	835	1103	1189	2292

Note 1: Data as of November of each fiscal year.

Note 2: Increase in retiree enrollment in 2013 represents transfer of certain retirees from active to Medicare supplement plans.

- d. Utilities/Fuel: Utility costs for FY2016, accounted for in the general and enterprise funds, are expected to decrease by \$324,219 or 8.7 percent. With the conversion of heating systems at the Bridge, Bowman and Estabrook schools to natural gas, nearly all Town facilities now use this heating source. Three factors have contributed to the successful management of utility costs: installation of solar panels on six municipal and school buildings, generating 1.2MW of power and resulting in energy offsets of \$120,000; energy efficiency initiatives; and long-term energy contracts at favorable rates.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 7 provides a recent history of the Town's energy budget.

	FY2013	FY2014	FY2015	FY2016	FY15-16	FY15-16
Table 7	Actual	Actual	Budget	Proposed	Change \$	Change %
Electricity	\$2,140,070	\$2,201,011	\$2,260,660	\$2,105,746	(\$154,914)	-6.85%
Heating Oil	\$147,105	\$6,625	\$5,600	\$5,600	\$0	0.00%
Natural Gas	\$854,387	\$1,041,768	\$970,217	\$888,783	(\$81,434)	-8.39%
Diesel/Gasoline	\$363,274	\$379,420	\$474,463	\$386,592	(\$87,871)	-18.52%
Total	\$3,504,836	\$3,628,824	\$3,710,940	\$3,386,721	(\$324,219)	-8.74%

- III. **Reserves:** Following the downturn in the economy in the 2001-2003 period, the Board of Selectmen became increasingly concerned about the Town's lack of financial reserves to bridge revenue shortfalls that result when a recession occurs. Reserves provide an important tool in managing Town finances during a recessionary period. In response to these concerns, in 2005 the Board appointed the Ad Hoc Financial Policy Committee to examine and propose comprehensive financial policies to address operational needs, catastrophic and emergency reserves, maintenance of assets and unfunded liabilities. This Committee's recommendations may be found on the Town's website <http://www.lexingtonma.gov/finance/adhocfinrept031506.pdf>. The resulting policy recommendations adopted by the Selectmen called for rebuilding financial reserves and addressing the Town's unfunded liabilities over a multi-year period. Implementing these policy recommendations, together with prudent budgeting, allowed the Town to weather the 2008-2012 financial downturn without materially impacting Town services or school programs.

Table 8 below provides a summary of the Town's primary reserve funds.

Table 8	Stabilization Fund	Special Education Stabilization Fund	Other Post Employment Benefits Trust Fund	Debt Service/Capital Projects/Building Renewal Fund
Current Balance, February 1, 2015 ⁽¹⁾	\$ 8,848,998	\$ 1,072,499	\$ 5,778,635	\$ 8,039,928
Proposed Appropriation From	\$ -	\$ -	\$ -	\$ 620,567
Proposed Appropriation To	\$ -	\$ -	\$ 1,862,194	\$ 9,447,832
Projected Balance, July 1, 2015	\$ 8,832,189	\$ 1,070,526	\$ 7,640,829	\$ 18,108,327
⁽¹⁾ Reflects 12/31/2014 Balance				

The Town's goal has been to build its reserves to a level of seven percent of General Fund revenues (\$12.5 to \$13 million), an amount considered sufficient to make up three years of revenue shortfalls that typically occur during an economic slowdown. This goal has largely been achieved. On another positive note, the budget includes a recommendation to continue to set aside funds for post-employment benefits (i.e., retiree health care) for the eighth consecutive year.

The Board of Selectmen has previously supported devoting a portion of the Capital Stabilization Fund to offset the substantial increase in excluded debt service related to the Bridge, Bowman and Estabrook school projects and the increase of within-levy debt service for the High School modular buildings project. This continued use of reserves to offset the debt service for these school projects is reflected in this recommended budget.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 9 below provides an overview of the recommended appropriations to and uses of the Capital Stabilization Fund:

Table 9	FY2013	FY2014	FY2015	FY2016 Recommended	FY 2017 Projected
Prior Year Balance		\$ 1,601,836	\$ 3,990,704	\$ 8,042,713	\$ 16,654,978
Appropriation To CP/DSR/BR Stabilization Fund	\$ 1,600,000	\$ 3,983,240	\$ 5,910,726	\$ 9,447,832	
Subtotal-Available for Appropriation	\$ 1,600,000	\$ 5,585,076	\$ 9,901,430	\$ 17,490,545	\$ 16,654,978
Appropriation From Capital Stabilization Fund					
Bridge/Bowman/Estabrook Debt Service Tax Relief	\$ -	\$ (1,600,000)	\$ (950,000)	\$ (215,000)	\$ -
Other School and Municipal Capital Projects	\$ -	\$ -	\$ (919,000)	\$ (620,567)	\$ (1,943,000)
Subtotal - Appropriation	\$ -	\$ (1,600,000)	\$ (1,869,000)	\$ (835,567)	\$ (1,943,000)
Interest Income (a/o 12/31/14)	\$ 1,836	\$ 5,628	\$ 10,283		
Projected Balance of Fund	\$ 1,601,836	\$ 3,990,704	\$ 8,042,713	\$ 16,654,978	\$ 18,597,978

The FY2016 Capital Budget: Financing Infrastructure and Equipment

I. Proposed Capital Spending:

The recommended Capital Budget will provide for the continued aggressive replacement and improvements to Town buildings, infrastructure and equipment. Warrant Article 2 in the Special Town Meeting and Annual Town Meeting Articles 8-11, 14-16 and 18 represent the capital portion of this year's budget. For fiscal year 2016, a total capital budget of \$31.8 million is proposed.

Lexington's clear challenge for the next five years will be the demands increasing enrollments are placing on the Town's school facilities.

Table 10 provides a summary of funding sources financing the Town's recommended capital plan for FY2016.

Table 10	Free Cash/Tax Levy	Other Financing Sources ¹	Debt ²	Total
General Fund	\$ 4,871,905		\$ 18,687,025	\$ 23,558,929
Chapter 90/Other Funding	\$ -	\$ 1,135,605	\$ -	\$ 1,135,605
Water Enterprise	\$ -	\$ 1,015,500	\$ -	\$ 1,015,500
Sewer Enterprise	\$ -	\$ 1,390,500	\$ 1,200,000	\$ 2,590,500
Recreation Enterprise	\$ -	\$ 261,500	\$ -	\$ 261,500
Compost Revolving Fund	\$ -		\$ 690,000	\$ 690,000
Community Preservation Act ³	\$ -	\$ 2,540,601	\$ -	\$ 2,540,601
Total (all Funds)	\$ 4,871,905	\$ 6,343,706	\$ 20,577,025	\$ 31,792,635

¹ Other Funding includes \$961,105 in Chapter 90 Aid for street improvements, \$57,000 in PEG Access Revolving Fund monies for Cary Memorial WiFi, \$82,500 from the School Lunch Program revolving fund for kitchen equipment and \$35,000 from the Cemetary Trust Fund for a feasibility study of the Westview Cemetary building.

² General Fund includes a \$350,000 supplemental appropriation for LHS Modular Classroom construction, to be considered at the Special Town Meeting, but originally approved at the November 2013 special town meeting.

³ Includes both Town and non-Town CPA funded projects.

This capital budget is consistent with the recommendations of the Selectmen's ad hoc Fiscal Task Force. The Task Force suggested that, given favorable interest rates, the Town continue to make progress with the backlog of capital projects, increasing both debt and cash capital financing.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 11 provides a history of the Town's cash capital plan for the period FY2012-2016.

Table 11	Cash Capital
FY2016 Proposed	\$ 4,871,905
FY2015 Appropriated	\$ 5,958,117
FY2014 Appropriated	\$ 6,919,202
FY2013 Appropriated	\$ 3,902,794
FY2012 Appropriated	\$ 2,627,174

II. Other Planned Capital Projects:

The Town is planning for a number of significant future capital projects over the next three to five years potentially including a number of school facility projects to address increasing enrollments, a new fire station, police station, Center Streetscape improvements, Hartwell Avenue infrastructure improvements, and an expanded Visitor's Center. It is recommended, and shown in Table 9, that the Town appropriate to the Capital Stabilization Fund an additional \$9,447,832 to be used to partially fund these future projects or to mitigate the related debt service.

III. Debt/Debt Service:

The Town of Lexington has maintained a Aaa credit rating for a number of years. Moody's Investors Service recently reaffirmed this credit rating in February 2015 when the Town issued \$23.5 million in long-term debt that sold at a 1.84 percent interest rate over a 5 to 10-year term. In its credit rating opinion, Moody's cited the Town's wealthy tax base with continuing economic development activities, healthy reserves and a track record of voter support for Proposition 2 ½ operating overrides and debt exclusions. The Aaa rating is the highest credit rating a municipality can receive and allows the Town to borrow funds at the most favorable interest rates. Approximately 30 of the 351 Massachusetts cities and towns maintain the Aaa rating.

Table 12 provides an historical summary of the Town's debt service. More detailed debt service schedules can be found in Section XI of this Recommended Budget and Financing Plan. The credit rating agencies find that debt service up to 10 percent of revenues reflects strong financial condition. The Board of Selectmen will propose appropriating \$620,567 from the Capital Stabilization Fund to mitigate within levy debt service. The Board will also propose appropriating \$215,000 from the Capital Stabilization Fund to offset a portion of the debt service costs for the Bridge, Bowman and Estabrook school projects.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

Table 12	FY2010	FY 2011	FY2012	FY2013	FY2014	FY2015	FY2016
Annual Debt Service	Actual	Actual	Actual	Actual	Estimated	Budgeted	Projected
General Fund ¹	\$ 4,256,097	\$ 4,669,173	\$ 4,849,052	\$ 5,669,343	\$ 5,534,823	\$ 6,730,641	\$ 6,732,527
Prop 2 1/2 Debt Exclusion ²	\$ 5,746,375	\$ 5,753,550	\$ 5,721,834	\$ 6,642,450	\$ 8,381,309	\$ 8,344,302	\$ 8,682,489
Water	\$ 1,074,551	\$ 1,193,333	\$ 1,258,968	\$ 1,299,090	\$ 1,260,655	\$ 1,379,622	\$ 1,415,508
Compost Revolving Fund	\$ 48,650	\$ 45,493	\$ 44,655	\$ 43,406	\$ 88,071	\$ 40,199	\$ 63,894
Sewer	\$ 575,357	\$ 651,446	\$ 879,713	\$ 956,855	\$ 1,131,673	\$ 1,220,843	\$ 984,679
Recreation	\$ 138,100	\$ 137,200	\$ 137,200	\$ 131,500	\$ 100,000	\$ 100,000	\$ 100,000
Total Debt Service	\$ 11,839,130	\$ 12,450,195	\$ 12,891,422	\$ 14,742,644	\$ 16,496,531	\$ 17,815,607	\$ 17,979,096
Gross Revenues	\$164,093,822	\$ 169,743,424	\$ 171,412,228	\$ 186,825,482	\$ 200,482,883	\$ 209,377,849	\$ 222,654,122
Debt Serv. % of Revenue	7.21%	7.33%	7.52%	7.89%	8.23%	8.51%	8.07%

Note 1: FY2016 General Fund debt does not include the \$653,602 from the Capital Stabilization fund as a funding source.

Note 2: FY2016 debt exclusion amount does not include the \$215,000 tax relief mitigation approved by Town Meeting or the \$950,000 appropriated in FY2015.

History of Proposition 2 ½ Overrides and Debt Exclusions in Lexington

The FY2016 budget, as presented, has been balanced without a Proposition 2 ½ Override. Below is a history of Overrides and Debt Exclusions election results in Lexington:

NR: none requested

<u>Fiscal Year</u>	<u>Override</u>	<u>Debt Exclusion</u>
2016	NR	NR
2015	NR	NR
2014	NR	NR
2013	NR	NR
2012	NR	\$51,800,000 (Est., Bridge, Bowman, Estabrook)
2011	NR	NR
2010	NR	NR
2009	NR	NR
2008 - approved	\$4,636,987	\$27,500,000 (Public Services Building)
2007 - approved	\$1,858,435	NR
2007 – not approved	\$3,166,166	NR
2006	NR	NR
2005 - approved	\$4,224,340	NR
2004 - not approved	\$4,957,000	NR
2003 - approved	NR	\$42,550,000 (schools, roads, Lincoln Park)
2002	NR	NR
2001 - approved	\$3,440,829	NR
2000 - approved	NR	\$52,235,000 (school building projects)
1999 - not approved	NR	\$68,200,000 (school building projects)
1998	NR	NR
1997	NR	NR
1996 - approved	\$1,500,000	NR
1995	NR	NR
1994	NR	NR
1993 - approved	\$2,718,092	NR
1992	NR	NR
1991 - approved	\$1,097,829	NR
1990	NR	NR
1989 - approved	NR	\$11,000,000 (Pine Meadows Golf Course)

Elderly/Low Income Property Tax Relief

The Board of Selectmen continues to examine various options to provide property tax relief to low income and elderly residents. The FY2016 recommended budget provides funding for the following tax relief programs:

1. Senior Service Program – Qualified property owners over the age of 60 can work for the Town and receive up to \$1,045 per individual or \$1,330 per two-person

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

household toward their property tax bills.

2. Property Tax Deferral - The Town has received special legislation to increase the income limits for residents over 65 years of age who wish to defer their property taxes. Currently, seniors who earn less than \$65,000 qualify for this program. As a result of 2006 State legislation, Town Meeting voted to decrease the interest rate charged for elderly residents who choose to defer payment of their property taxes. The interest rate is determined each March and is tied to the U.S. Treasury 1-Year Constant Maturity. The interest rate for deferred taxes for the past six years has been:

FY2015	0.12 percent
FY2014:	0.15 percent
FY2013:	0.18 percent
FY2012:	0.26 percent
FY2011:	0.34 percent
FY2010:	0.68 percent

3. Increase in the Property Tax Exemption Limits – At the 2006 Annual Town Meeting, the Town voted to double the amount of the property tax exemption for certain qualifying residents, to \$1,000.
4. The Town offers an exemption from the Community Preservation Act surcharge to qualified low-income residents.
5. The Town provides a 30 percent discount on water and sewer rates to qualified low-income residents.

Collective Bargaining

The Town has settled collective bargaining agreements with the following unions and associations for FY2016: Library Union, Lexington Municipal Managers Association, Crossing Guards and Fire Union. For the FY2013 – 2015 period, the Town is still negotiating with the Lexington Police Association and Police Superior Officers.

The budget for fiscal year 2016 includes amounts that may be required for those collective bargaining contracts yet to be settled.

Tax Rate Estimate

Section 12 of the Selectmen-Town Manager Act requires the Town Manager to provide an unofficial estimate of the tax rate that might result if the financial plans presented in this report are adopted and the assumptions with respect to State aid prove reasonably accurate. Without assuming any change in the tax shift factor or assessed valuations for Fiscal Year 2016, a residential tax rate of \$15.56/\$1,000 of valuation is estimated compared to the residential tax rate of \$14.86/\$1,000 of valuation for Fiscal Year 2015.

The following table provides a summary of components of the property tax bill for a home assessed at \$724,000, which is the current median residential property value in Lexington.

FISCAL YEAR 2016 RECOMMENDED BUDGET AND FINANCING PLAN

MEDIAN RES. TAX BILL	FY2012	FY2013	FY2014	FY2015	FY2016 <i>(est.)</i>
Property tax w/2.5% increase	\$8,671	\$9,055	\$9,529	\$10,246	\$11,502
Proposition 2½ debt exclusion	386	415	459	550	576
Community Preservation Act surcharge	227	238	253	298	287
Total tax bill	\$9,284	\$9,708	\$10,242	\$11,094	\$12,365

Assumes no change in the residential/commercial tax shift in FY16.

Assumes no change in total valuation by class of property (residential, commercial/industrial, personal property) in FY16.

Additional Information

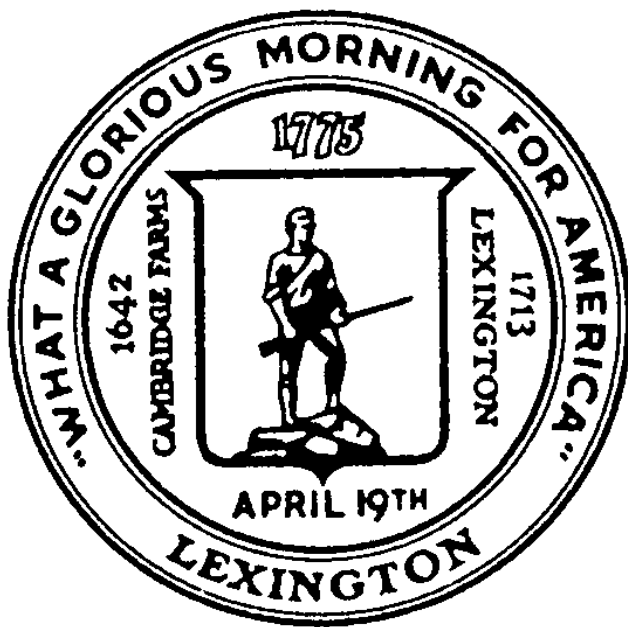
The remainder of this document provides additional information on various aspects of the Town's budget. In addition, the School Committee, Appropriation Committee and Capital Expenditures Committee will be providing separate documents, reports and recommendations. Further questions may also be directed to:

Town Manager Carl Valente: 781 698-4540

Assistant Town Manager for Finance Rob Addelson: 781 698-4622

Budget Officer Patty Moore: 781 698-4626

Section I: Budget Overview





Town of Lexington

FY2016 Budget Process

	July	August	September	October	November	December	January	February	March	April	May	June
Elections												
Town Meeting												
Town Manager												
Summit				I	II	III	IV V	VI	VII			
BOS												
School Cmte.												
Calendar Year 2014						Calendar Year 2015						

Important Dates

August 2014

Issuance of Capital and Operating Budget Guidelines

October 2014

- I** Summit I - Financial Indicators & Projections
Discuss Guidelines and Drivers
Town Manager Review of Capital Budget Requests

October 8th

November 2014

- II** Summit II - Revenue Projection and Allocation
Town Manager Review of Operating Budget Requests

November 10th

December 2014

- III** Municipal Budget Workshops with Selectmen
School Committee Hearings on Budget
Summit III - Revenue Allocation

December 11th

January 2015

- IV** Submittal of FY2015 Superintendent's Recommended Budget to SC
Submittal of FY2015 Manager's Recommended Budget to BOS
V Summit IV - Review of FY2015 Town Manager's Preliminary Budget
Summit V - School Master Plan and Capital Program Discussion

January 6th
January 12th
January 15th
January 22nd

February 2015

- VI** Summit VI - Comment and Budget Deliberations
BOS Vote on the FY2016 Recommended Budget
Budget Decisions and Deliberations Concluded
VII Summit VII
FY2016 Recommended Budget submitted to Town Meeting

February 12th
February 23rd
February 23rd
February 25th
February 27th

March 2015

- March 2015**
Municipal Election
Town Meeting Commences (anticipated)
Budget Presentations by Town Manager and Superintendent
Town Meeting Begins Budget Deliberations

March 2nd
March 23rd
March 25th
March 30th

Section I Budget Overview

Town of Lexington, Massachusetts

Summary of Revenues and Expenditures

The summary below shows revenues & expenditures for the Town of Lexington for FY 2013-2016. It reflects actual results of FY2013 and FY2014, FY2015 estimated revenues and budgeted expenditures submitted to the Department of Revenue for the certification of the FY2015 tax rate, and the budget recommendations of the Town Manager and School Superintendent for the FY2016 budget and projected revenues to support those recommendations.

Revenue Summary	FY2013 Actual	FY2014 Actual	FY2015 Recap	FY2016 Projected
Tax Levy	\$ 135,386,783	\$ 141,842,484	\$ 148,212,539	\$ 154,493,901
State Aid	\$ 9,410,134	\$ 10,214,580	\$ 11,193,462	\$ 11,430,692
Local Receipts	\$ 12,092,846	\$ 14,374,770	\$ 9,853,431	\$ 11,769,694
Local Receipts not shown on Recap	\$ -	\$ -	\$ 915,952	\$ -
Available Funds	\$ 7,249,652	\$ 12,473,510	\$ 11,012,293	\$ 15,604,229
Other Available Fund: Use of Capital Stabilization Fund			\$ 919,000	\$ 620,567
Revenue Offsets	\$ (1,645,350)	\$ (1,644,621)	\$ (2,492,221)	\$ (1,987,549)
Enterprise Funds (Indirect)	\$ 1,512,892	\$ 1,497,405	\$ 1,487,905	\$ 1,617,576
Total General Fund	\$ 164,006,957	\$ 178,758,128	\$ 181,102,361	\$ 193,549,110
General Fund Expenditure Summary				
Education				
Lexington Public Schools	\$ 74,925,772	\$ 79,964,816	\$ 86,623,929	\$ 92,060,316
Minuteman Regional School	\$ 1,407,979	\$ 1,474,265	\$ 1,244,384	\$ 1,202,814
<i>sub-total Education</i>	<i>\$ 76,333,751</i>	<i>\$ 81,439,081</i>	<i>\$ 87,868,313</i>	<i>\$ 93,263,130</i>
Municipal Departments	\$ 29,443,136	\$ 30,406,706	\$ 31,957,312	\$ 33,578,271
Shared Expenses				
Benefits & Insurance	\$ 28,062,850	\$ 26,780,824	\$ 29,824,627	\$ 32,423,749
Debt (within-levy)	\$ 5,462,902	\$ 5,409,996	\$ 6,730,641	\$ 6,755,562
Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000
Facilities	\$ 9,343,330	\$ 9,667,013	\$ 9,897,675	\$ 9,899,631
<i>sub-total Shared Expenses</i>	<i>\$ 42,869,082</i>	<i>\$ 41,857,833</i>	<i>\$ 47,352,943</i>	<i>\$ 49,978,942</i>
Capital				
Cash Capital (designated)	\$ 3,902,794	\$ 6,919,202	\$ 5,958,117	\$ 4,871,905
<i>sub-total Capital</i>	<i>\$ 3,902,794</i>	<i>\$ 6,919,202</i>	<i>\$ 5,958,117</i>	<i>\$ 4,871,905</i>
Other				
Other (allocated)	\$ 2,436,250	\$ 8,661,056	\$ 7,049,726	\$ 11,856,862
Other (unallocated)	\$ -	\$ -	\$ -	\$ -
<i>sub-total Other</i>	<i>\$ 2,436,250</i>	<i>\$ 8,661,056</i>	<i>\$ 7,049,726</i>	<i>\$ 11,856,862</i>
Total General Fund	\$ 154,985,013	\$ 169,283,878	\$ 180,186,411	\$ 193,549,110
Surplus/(Deficit)	\$ 9,021,944	\$ 9,474,250	\$ 915,951	\$ 0

Exempt Debt Service	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Total 2200 Exempt Debt Service	\$ 6,599,081	\$ 8,527,654	\$ 8,373,332	\$ 8,682,489	\$ 309,157	3.69%
Use of tax levy (FY2013) and Capital Stabilization Fund (FY2014-FY2016) to mitigate debt service impacts of Bridge/Bowman and Estabrook Projects	\$ (400,000)	\$ (1,600,000)	\$ (950,000)	\$ (215,000)	\$ 735,000	-77.37%
Net 2200 Exempt Debt Service	\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489	\$ 1,044,157	14.07%

Section I Budget Overview

Town of Lexington, Massachusetts

Summary of Revenues and Expenditures (continued)

Revenue Summary	FY2013 Actual	FY2014 Actual	FY2015 Recap	FY2016 Projected
Other Expenses				
Revolving Funds	\$ 2,227,781	\$ 2,395,771	\$ 3,179,010	\$ 3,156,305
Grants	\$ 97,219	\$ 96,230	\$ 102,916	\$ 103,000
CPA	\$ 5,475,592	\$ 7,401,515	\$ 4,907,460	\$ 6,133,761
<i>sub-total Other Expenses</i>	\$ 7,800,592	\$ 9,893,516	\$ 8,189,386	\$ 9,393,066
Enterprise Funds (Direct)				
Water	\$ 7,324,348	\$ 7,835,386	\$ 8,481,606	\$ 9,195,730
Wastewater (Sewer)	\$ 8,418,699	\$ 8,637,738	\$ 9,052,588	\$ 8,624,962
Recreation and Community Programs	\$ 1,658,811	\$ 1,711,881	\$ 1,848,116	\$ 2,601,831
Cash Capital	\$ 71,000	\$ 1,211,750	\$ 2,054,000	\$ 2,667,500
<i>sub-total Enterprise Funds</i>	\$ 17,472,859	\$ 19,396,755	\$ 21,436,309	\$ 23,090,023
Exempt Debt				
Municipal	\$ 2,026,243	\$ 1,846,167	\$ 1,949,180	\$ 1,725,447
School	\$ 4,172,838	\$ 5,081,487	\$ 5,474,152	\$ 6,742,042
<i>sub-total Exempt debt</i>	\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489
Total Other Expenses	\$ 31,472,532	\$ 36,217,925	\$ 37,049,027	\$ 40,950,577
Total Expenses	\$ 186,457,544	\$ 205,501,803	\$ 217,235,438	\$ 234,499,687

Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary

		A	B	C	D	E	F
						(D-C)	(E/C)
ELEMENT	DESCRIPTION	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Change \$	Change %
Operating Budget- General Fund Expenses							
Program 1000: Education							
1100 Lexington Public Schools		\$ 74,925,772	\$ 79,964,816	\$ 86,623,929	\$ 92,060,316	\$ 5,436,387	6.28%
1200 Regional Schools		\$ 1,407,979	\$ 1,474,265	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Total Education		\$ 76,333,751	\$ 81,439,081	\$ 87,868,313	\$ 93,263,130	\$ 5,394,817	6.14%
Program 2000: Shared Expenses							
2110 Contributory Retirement		\$ 5,124,696	\$ 4,717,542	\$ 5,005,537	\$ 5,255,537	\$ 250,000	4.99%
2120 Non-Contributory Retirement		\$ 12,696	\$ 13,087	\$ 13,447	\$ 13,810	\$ 363	2.70%
2130 Employee Benefits (Hlth/Dental/Life/Medicare)		\$ 21,635,504	\$ 20,726,889	\$ 23,041,965	\$ 25,250,981	\$ 2,209,016	9.59%
2140 Unemployment		\$ 103,321	\$ 217,608	\$ 200,000	\$ 200,000	\$ -	0.00%
2150 Workers' Comp.(MGL Ch. 40, Sec. 13A&13C) *		\$ 511,130	\$ 360,179	\$ 612,223	\$ 643,112	\$ 30,889	5.05%
2160 Property & Liability Insurance		\$ 624,947	\$ 706,487	\$ 776,455	\$ 860,309	\$ 83,854	10.80%
2170 Uninsured Losses (MGL Ch. 40, Sec. 13) *		\$ 50,556	\$ 39,033	\$ 175,000	\$ 200,000	\$ 25,000	14.29%
sub-total 2100 Benefits		\$28,062,850	\$ 26,780,824	\$ 29,824,627	\$ 32,423,749	\$ 2,599,122	8.71%
2210 Payment on Funded Debt		\$ 4,767,186	\$ 4,657,772	\$ 5,490,414	\$ 5,169,842	\$ (320,572)	-5.84%
2220 Interest on Funded Debt		\$ 695,715	\$ 694,599	\$ 980,676	\$ 939,550	\$ (41,126)	-4.19%
2230 Temporary Borrowing		\$ -	\$ 57,625	\$ 259,551	\$ 646,170	\$ 386,620	148.96%
sub-total 2200 Debt Services		\$ 5,462,902	\$ 5,409,996	\$ 6,730,641	\$ 6,755,562	\$ 24,921	0.37%
2310 Reserve Fund		\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
sub-total 2300 Reserve Fund		\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
2400 Facilities		\$ 9,343,330	\$ 9,667,013	\$ 9,897,675	\$ 9,899,631	\$ 1,956	0.02%
Total Shared Expenses		\$ 42,869,082	\$ 41,857,833	\$ 47,352,943	\$ 49,978,942	\$ 2,625,999	5.55%
Program 3000: Public Works							
3100-3500 DPW Personal Services		\$ 3,489,424	\$ 3,664,252	\$ 3,721,529	\$ 3,764,416	\$ 42,886	1.15%
3100-3500 DPW Expenses		\$ 4,920,431	\$ 5,221,298	\$ 5,029,416	\$ 4,985,157	\$ (44,259)	-0.88%
October Storm Supplemental		\$ 138,153	\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works		\$ 8,548,008	\$ 8,885,551	\$ 8,750,945	\$ 8,749,573	\$ (1,372)	-0.02%
Program 4000: Public Safety							
				\$ 0			
4100 Law Enforcement Personal Services		\$ 5,315,329	\$ 5,481,197	\$ 5,571,687	\$ 5,680,587	\$ 108,900	1.95%
4100 Law Enforcement Expenses		\$ 647,244	\$ 689,831	\$ 760,700	\$ 821,269	\$ 60,569	7.96%
sub-total 4100 Law Enforcement		\$ 5,962,573	\$ 6,171,028	\$ 6,332,387	\$ 6,501,856	\$ 169,469	2.68%
4200 Fire Personal Services		\$ 5,059,117	\$ 4,860,501	\$ 5,180,518	\$ 5,810,284	\$ 629,766	12.16%
4200 Fire Expenses		\$ 482,626	\$ 502,748	\$ 622,510	\$ 568,350	\$ (54,160)	-8.70%
sub-total 4200 EMS/Fire		\$ 5,541,743	\$ 5,363,249	\$ 5,803,028	\$ 6,378,634	\$ 575,606	9.92%
				\$ -			
Total Public Safety		\$ 11,504,316	\$ 11,534,278	\$ 12,135,415	\$ 12,880,489	\$ 745,075	6.14%
Program 5000: Culture & Recreation							
5100 Library Personal Services		\$ 1,764,557	\$ 1,887,828	\$ 1,947,724	\$ 1,988,796	\$ 41,072	2.11%
5100 Library Expenses		\$ 250,639	\$ 257,004	\$ 271,355	\$ 385,499	\$ 114,144	42.06%
Total Culture & Recreation		\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%
Program 6000: Human Services							
6000 Human Services Personal Services		\$ 442,018	\$ 479,473	\$ 529,796	\$ 496,020	\$ (33,776)	-6.38%
6000 Human Services Expenses		\$ 628,872	\$ 612,315	\$ 690,337	\$ 707,643	\$ 17,306	2.51%
Total Human Services		\$ 1,070,890	\$ 1,091,789	\$ 1,220,133	\$ 1,203,663	\$ (16,470)	-1.35%

Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary (continued)

ELEMENT	DESCRIPTION	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Change \$	Change %
Operating Budget- General Fund Expenses							
<u>Program 7000: Office of Land Use, Inspectional Services and Economic Development (LU/IS/ED)</u>							
7100 Office of LU/IS/ED Personal Services		\$ 1,350,776	\$ 1,358,506	\$ 1,563,432	\$ 1,752,910	\$ 189,477	12.12%
7100 Office of LU/IS/ED Expenses		\$ 238,256	\$ 197,047	\$ 290,639	\$ 358,157	\$ 67,518	23.23%
Total Office of LU/IS/ED		\$ 1,589,033	\$ 1,555,553	\$ 1,854,071	\$ 2,111,067	\$ 256,995	13.86%
<u>Program 8000: General Government</u>							
8110 Selectmen Personal Services		\$ 97,027	\$ 111,887	\$ 130,721	\$ 138,687	\$ 7,967	6.09%
8110 Selectmen Expenses		\$ 92,206	\$ 68,854	\$ 104,825	\$ 103,325	\$ (1,500)	-1.43%
8120 Legal		\$ 340,592	\$ 416,621	\$ 410,000	\$ 410,000	\$ -	0.00%
8130 Town Report		\$ 6,945	\$ 7,500	\$ 8,000	\$ 13,500	\$ 5,500	68.75%
<i>sub-total 8100 Board of Selectmen</i>		<i>\$ 536,770</i>	<i>\$ 604,862</i>	<i>\$ 653,546</i>	<i>\$ 665,512</i>	<i>\$ 11,967</i>	<i>1.83%</i>
8210-8220 Town Manager Personal Services		\$ 623,768	\$ 617,579	\$ 639,756	\$ 546,170	\$ (93,587)	-14.63%
8210-8220 Town Manager Expenses		\$ 160,271	\$ 173,405	\$ 237,620	\$ 215,085	\$ (22,535)	-9.48%
8230 Salary Transfer Account* (MGL Ch.40, Sec 13D)		\$ 413,224	\$ 673,588	\$ 697,464	\$ 820,316	\$ 122,852	17.61%
<i>sub-total 8200 Town Manager</i>		<i>\$ 1,197,263</i>	<i>\$ 1,464,572</i>	<i>\$ 1,574,840</i>	<i>\$ 1,581,571</i>	<i>\$ 6,731</i>	<i>0.43%</i>
8310 Financial Committees		\$ 6,225	\$ 7,559	\$ 7,500	\$ 7,500	\$ -	0.00%
8320 Misc. Boards and Committees		\$ 2,178	\$ 3,276	\$ 4,500	\$ 19,500	\$ 15,000	333.33%
8330 Public Celebrations Committee		\$ 51,675	\$ 29,956	\$ 41,000	\$ 42,000	\$ 1,000	2.44%
<i>sub-total 8300 Town Committees</i>		<i>\$ 60,077</i>	<i>\$ 40,791</i>	<i>\$ 53,000</i>	<i>\$ 69,000</i>	<i>\$ 16,000</i>	<i>30.19%</i>
8400 Finance Personal Services		\$ 1,168,140	\$ 1,251,874	\$ 1,292,090	\$ 1,341,058	\$ 48,968	3.79%
8400 Finance Expenses		\$ 384,346	\$ 374,901	\$ 495,975	\$ 462,875	\$ (33,100)	-6.67%
<i>sub-total 8400 Finance</i>		<i>\$ 1,552,486</i>	<i>\$ 1,626,774</i>	<i>\$ 1,788,065</i>	<i>\$ 1,803,933</i>	<i>\$ 15,868</i>	<i>0.89%</i>
8500 Town Clerk Personal Services		\$ 337,600	\$ 347,171	\$ 362,992	\$ 327,229	\$ (35,763)	-9.85%
8500 Town Clerk Expenses		\$ 115,818	\$ 123,249	\$ 121,075	\$ 109,375	\$ (11,700)	-9.66%
<i>sub-total 8500 Town Clerk</i>		<i>\$ 453,418</i>	<i>\$ 470,420</i>	<i>\$ 484,067</i>	<i>\$ 436,604</i>	<i>\$ (47,463)</i>	<i>-9.81%</i>
8600 IS Personal Services		\$ 283,387	\$ 355,598	\$ 473,201	\$ 752,113	\$ 278,913	58.94%
8600 IS Expenses		\$ 632,292	\$ 631,686	\$ 750,950	\$ 950,450	\$ 199,500	26.57%
<i>sub-total 8600 IS</i>		<i>\$ 915,679</i>	<i>\$ 987,284</i>	<i>\$ 1,224,151</i>	<i>\$ 1,702,563</i>	<i>\$ 478,413</i>	<i>39.08%</i>
Total General Government		\$ 4,715,694	\$ 5,194,704	\$ 5,777,669	\$ 6,259,183	\$ 481,515	8.33%
Total Municipal		\$ 29,443,136	\$ 30,406,706	\$ 31,957,312	\$ 33,578,271	\$ 1,620,959	5.07%
Capital							
Capital Requests (Cash-GF)		\$ 2,307,497	\$ 4,855,174	\$ 3,524,891	\$ 2,419,000	\$ (1,105,891)	-31.37%
Building Envelope & Systems Set-Aside		\$ 169,711	\$ 173,954	\$ 178,302	\$ 182,760	\$ 4,458	2.50%
Streets Set-Aside		\$ 1,425,586	\$ 1,890,074	\$ 2,254,924	\$ 2,270,145	\$ 15,221	0.68%
Total Capital		\$ 3,902,794	\$ 6,919,202	\$ 5,958,117	\$ 4,871,905	\$ (1,086,212)	-18.23%
Other							
33 Marrett Road Property Acquisition		\$ -	\$ 3,560,000		\$ -	\$ -	-
33 Marrett Road Phase I Building Improvements		\$ -	\$ 322,816		\$ -	\$ -	-
Set-Aside for Potential Local Aid/Federal Aid Reductions		\$ -	\$ -		\$ 110,000	\$ 110,000	-
Set-Aside for Unanticipated Current Fiscal Year Needs		\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000	-
Set-Aside for Tax Levy Support of Community Center Program (Transfer to Article 5, 2015 ATM)					\$ 216,836	\$ 216,836	-
Allocated to Debt Service/Capital Projects/Building Renewal Stabilization Fund		\$ 1,600,000	\$ 3,983,240	\$ 5,910,726	\$ 9,447,832	\$ 3,537,106	59.84%
Senior Service Program		\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ -	0.00%
OPEB Trust Fund		\$ 500,000	\$ 775,000	\$ 1,119,000	\$ 1,862,194	\$ 743,194	66.42%
Warrant Articles		\$ 316,250			\$ -	\$ -	-
Total Other Articles		\$ 2,436,250	\$ 8,661,056	\$ 7,049,726	\$ 11,856,862	\$ 4,807,136	68.19%
General Fund Total		\$ 154,985,013	\$ 169,283,878	\$ 180,186,411	\$ 193,549,110	\$ 13,362,699	7.42%

Note: Line-items marked with an asterisk (*) will be presented at Town Meeting as Continuing Balance accounts.

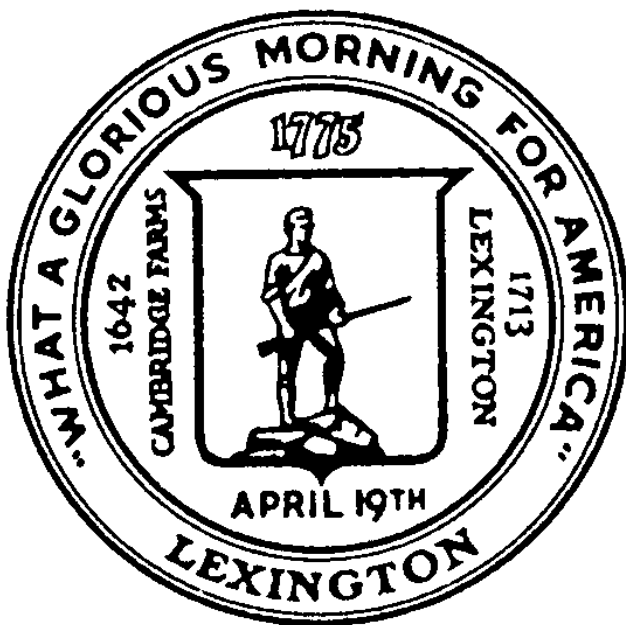
Section I Budget Overview

Town of Lexington, Massachusetts

Program Summary (continued)

		A	B	C	D	E	F
						(D-C)	(E/C)
		FY2013	FY2014	FY2015	FY2016	Change \$	Change %
ELEMENT	DESCRIPTION	Actual	Actual	Appropriation	Recommended		
Enterprise Funds							
3600	Water Enterprise	\$ 7,324,348	\$ 7,835,386	\$ 8,481,606	\$ 9,195,730	\$ 714,125	8.42%
3700	Sewer Enterprise	\$ 8,418,699	\$ 8,637,738	\$ 9,052,588	\$ 8,624,962	\$ (427,626)	-4.72%
5200	Recreation Enterprise	\$ 1,658,811	\$ 1,711,881	\$ 1,848,116	\$ 2,601,831	\$ 753,715	40.78%
	Cash Capital - Enterprise	\$ 71,000	\$ 1,211,750	\$ 2,054,000	\$ 2,667,500	\$ 613,500	29.87%
Total Enterprise Funds (Oper. Exp. ONLY)		\$ 17,472,859	\$ 19,396,755	\$ 21,436,309	\$ 23,090,023	\$ 1,653,714	7.71%
Revolving Funds							
1100	School Bus Transportation	\$ 628,993	\$ 551,768	\$ 830,000	\$ 850,000	\$ 20,000	2.41%
2400	Public Facilities Revolving Fund	\$ 359,735	\$ 390,557	\$ 409,083	\$ 420,866	\$ 11,783	2.88%
3320	Tree (DPW-Forestry)	\$ 9,577	\$ 25,000	\$ 25,000	\$ 45,000	\$ 20,000	80.00%
3330	Burial Container (DPW-Cemetery)	\$ 25,893	\$ 26,538	\$ 40,000	\$ 40,000	\$ -	0.00%
3420	Compost Operations (DPW-Rec.)	\$ 361,953	\$ 445,925	\$ 494,980	\$ 534,922	\$ 39,942	8.07%
3420	MHHP Operations	\$ 120,356	\$ 145,727	\$ 180,000	\$ 180,000	\$ -	0.00%
6120	Council on Aging Programs	\$ 57,179	\$ 63,617	\$ 100,000	\$ 100,000	\$ -	0.00%
7140	Health Programs	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	0.00%
8140	PEG Access	\$ 483,566	\$ 524,210	\$ 690,947	\$ 20,516	\$ -	55451615.30%
7320	Tourism/ Liberty Ride	\$ 168,877	\$ 212,347	\$ 275,000	\$ 280,000	\$ 5,000	1.82%
3100	Regional Cache - Hartwell Avenue	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
7340	Visitor Center	\$ -	\$ -	\$ 100,000	\$ 117,000	\$ 17,000	17.00%
Total Revolving Funds		\$ 2,227,781	\$ 2,395,771	\$ 3,179,010	\$ 2,622,305	\$ (556,705)	-17.51%
Community Preservation Act (CPA)							
	CPA Capital	\$ 5,325,592	\$ 7,251,515	\$ 4,757,460	\$ 5,983,761	\$ 1,226,301	25.78%
	CPA Other (Projects & Admin.)	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ -	0.00%
Total CPA		\$ 5,475,592	\$ 7,401,515	\$ 4,907,460	\$ 6,133,761	\$ 1,226,301	24.99%
Grants							
	Grants & Subsidies (MBTA&Exec. Office of Elder Affairs)	\$ 97,219	\$ 96,230	\$ 102,916	\$ 103,000	\$ 84	0.08%
Total Grants		\$ 97,219	\$ 96,230	\$ 102,916	\$ 103,000	\$ 84	0.08%
Exempt Debt (Net of Capital Stabilization Fund Mitigation)							
	Municipal	\$ 2,026,243	\$ 1,846,167	\$ 1,949,180	\$ 1,725,447	\$ (223,733)	-11.48%
	School	\$ 4,172,838	\$ 5,081,487	\$ 5,474,152	\$ 6,742,042	\$ 1,267,890	23.16%
Total Exempt Debt		\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489	\$ 1,044,157	14.07%
Reconciliation							
	Education	\$ 76,333,751	\$ 81,439,081	\$ 87,868,313	\$ 93,263,130	\$ 5,394,817	6.14%
	Shared Expenses	\$ 42,869,082	\$ 41,857,833	\$ 47,352,943	\$ 49,978,942	\$ 2,625,999	5.55%
	Municipal	\$ 29,443,136	\$ 30,406,706	\$ 31,957,312	\$ 33,578,271	\$ 1,620,959	5.07%
	Capital	\$ 3,902,794	\$ 6,919,202	\$ 5,958,117	\$ 4,871,905	\$ (1,086,212)	-18.23%
	Other	\$ 2,436,250	\$ 8,661,056	\$ 7,049,726	\$ 11,856,862	\$ 4,807,136	68.19%
	Enterprise	\$ 17,472,859	\$ 19,396,755	\$ 21,436,309	\$ 23,090,023	\$ 1,653,714	7.71%
	Revolving Funds & Grants	\$ 2,325,000	\$ 2,492,001	\$ 3,281,926	\$ 3,259,305	\$ (22,622)	-0.69%
	CPA	\$ 5,475,592	\$ 7,401,515	\$ 4,907,460	\$ 6,133,761	\$ 1,226,301	24.99%
	Exempt Debt	\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489	\$ 1,044,157	14.07%
Totals		\$ 186,457,544	\$ 205,501,803	\$ 217,235,438	\$ 234,499,687	\$ 17,264,249	7.95%

Section II: Revenues



Section II: Revenues

This section includes detailed information about FY2016 Projected Revenues. It includes:

- General Fund Revenue Description

II-2

Section II Revenues

Town of Lexington, Massachusetts

The summary below presents General Fund Operating Revenues, Total General Fund Revenues and Net General Fund Revenues. General Fund Operating Revenues include all revenues projected as available for use in FY2016 whose sources recur annually. Total General Fund Revenues include annually recurring and non-recurring sources of revenue. Net General Fund Revenues are Total General Fund Revenues less revenues recommended to be set-aside to fund designated expenses. In FY2016, Total General Fund Operating Revenues are projected to increase by approximately \$12.45 million, or 6.9%. Net General Fund Revenues, those available to support school and municipal operating budgets, are projected to increase by \$95 million, or 5.7%.

General Fund Revenue Summary	FY13 Actual	FY14 Actual	FY15 Recap	FY16 Projected	FY 15-16 Change	
					\$	%
Property Tax Levy (Table 1)	\$ 135,386,783	\$ 141,842,484	\$ 148,212,539	\$ 154,493,901	\$ 6,281,362	4.2%
State Aid (Table 2)	\$ 9,410,134	\$ 10,214,580	\$ 11,193,462	\$ 11,430,692	\$ 237,230	2.1%
Local Receipts (Table 3)	\$ 12,092,846	\$ 14,374,770	\$ 9,853,431	\$ 11,769,694	\$ 1,916,263	19.4%
Local Receipts not shown on Recap	\$ -	\$ -	\$ 915,952	\$ -	\$ (915,952)	-
Total Local Receipts	\$ 12,092,846	\$ 14,374,770	\$ 10,769,383	\$ 11,769,694	\$ 1,000,311	9.3%
Available Funds (Table 4)	\$ 7,249,652	\$ 12,473,510	\$ 11,012,293	\$ 15,604,229	\$ 4,591,936	41.7%
Other Available Funds - Use of Capital Stabilization Fund (Table 4a)	\$ -	\$ -	\$ 919,000	\$ 620,567	\$ (298,433)	-32.5%
Revenue Offsets (Table 5)	\$ (1,645,350)	\$ (1,644,621)	\$ (2,492,221)	\$ (1,987,549)	\$ 504,672	-20.2%
Enterprise Receipts (Table 6)	\$ 1,512,892	\$ 1,497,405	\$ 1,487,905	\$ 1,617,576	\$ 129,671	8.7%
Total General Fund Operating Revenues	\$ 164,006,957	\$ 178,758,128	\$ 181,102,361	\$ 193,549,110	\$ 12,446,749	6.9%
Less - Revenues Set-Aside for Designated Purposes	\$ 6,339,044	\$ 16,129,376	\$ 14,449,660	\$ 17,349,334	\$ 2,899,674	20.1%
Net General Fund Revenues	\$ 157,667,913	\$ 162,628,752	\$ 166,652,701	\$ 176,199,776	\$ 9,547,075	5.7%

Detailed Description:

Property Tax Levy: The FY2016 property tax levy is projected to increase approximately \$6.3 million, or 4.2%. The projected levy is a function of the FY2015 levy limit increased by 2.5% per Proposition 2 1/2, plus an increment for new growth. FY2016 new growth will be a function of construction activity for the period July 1, 2014 to June 30, 2015. FY2016 new growth is estimated at \$2,500,000 based on a review of historical data on new growth. FY15 new growth was certified by the Department of Revenue at \$2,896,983.

State Aid: FY2016 state aid is projected to increase 2.1% from its FY2015 level. Final FY2016 state aid numbers are likely to be known in June 2015 when the Legislature adopts, and the Governor signs, the FY2016 State budget.

Local Receipts: FY2016 projections for each category of receipt are based on the history of actual collections and projections of 3 and 5 year historical averages, unless otherwise specified in the supplemental tables of this document. FY2016 local receipts are estimated to increase by approximately \$1,000,000 or 9.3% over FY15 gross estimates. The major contributors to this growth are an increase in the estimate for Motor Vehicle Excise of \$400,000 and a proposed \$336,000 increase in ambulance fees. Of note is an increase in payments in lieu of tax of \$43,000 of which

Section II Revenues

Town of Lexington, Massachusetts

Revenue Summary							
						FY15-16 Change	
		FY13 Actual	FY14 Actual	FY15 Recap	FY16 Projected	\$	%
Table 1: Property Tax Levy							
Tax Levy		\$ 128,662,664	\$ 135,440,316	\$ 141,843,659	\$ 148,286,733	\$ 6,443,074	4.5%
Prop. 2.5%		\$ 3,217,107	\$ 3,386,008	\$ 3,546,091	\$ 3,707,168	\$ 161,077	4.5%
New Growth		\$ 3,560,545	\$ 3,017,335	\$ 2,896,983	\$ 2,500,000	\$ (396,983)	-13.7%
Override/Excess Levy Capacity		\$ (53,534)	\$ (1,175)	\$ (74,194)			
Subtotal		\$ 135,386,783	\$ 141,842,484	\$ 148,212,539	\$ 154,493,901	\$ 6,281,362	4.2%
Table 2: State Aid							
Chapter 70		\$ 7,876,799	\$ 8,657,571	\$ 9,584,428	\$ 9,824,039	\$ 239,611	2.5%
Charter School Reimbursement		\$ 18,769	\$ 12,628	\$ 1,786	\$ 20,571	\$ 18,785	####
Unrestricted General Government Aid		\$ 1,296,276	\$ 1,326,917	\$ 1,363,715	\$ 1,397,808	\$ 34,093	2.5%
Veterans' Benefits & Exemptions		\$ 156,539	\$ 147,543	\$ 169,557	\$ 127,726	\$ (41,831)	-24.7%
Offsets (School Lunch & Library)		\$ 61,751	\$ 69,921	\$ 73,976	\$ 60,549	\$ (13,427)	-18.2%
Subtotal		\$ 9,410,134	\$ 10,214,580	\$ 11,193,462	\$ 11,430,692	\$ 237,230	2.1%
Table 3: Local Receipts							
Motor Vehicle Excise Tax		\$ 4,300,549	\$ 4,695,332	\$ 3,751,289	\$ 4,500,000	\$ 748,711	20.0%
Other Excise		\$ 1,415,189	\$ 1,608,573	\$ 1,262,629	\$ 1,460,000	\$ 197,371	15.6%
Penalties & Interest		\$ 468,003	\$ 670,076	\$ 312,912	\$ 347,000	\$ 34,088	10.9%
PILOT's		\$ 539,258	\$ 535,492	\$ 499,562	\$ 589,000	\$ 89,438	17.9%
Rentals		\$ 336,836	\$ 384,180	\$ 295,071	\$ 257,230	\$ (37,841)	-12.8%
Departmental-Schools		\$ 272,741	\$ 272,741	\$ 374,132	\$ 502,000	\$ 127,868	34.2%
Departmental-Municipal		\$ 1,516,166	\$ 1,604,149	\$ 1,366,018	\$ 1,867,000	\$ 500,982	36.7%
Licenses & Permits		\$ 1,698,028	\$ 1,689,164	\$ 1,408,081	\$ 1,597,464	\$ 189,383	13.4%
Special Assessments		\$ 24,312	\$ 103,086	\$ 18,299	\$ 17,000	\$ (1,299)	-7.1%
Fines & Forfeits		\$ 335,984	\$ 376,800	\$ 307,423	\$ 345,000	\$ 37,577	12.2%
Investment Income		\$ 272,998	\$ 278,458	\$ 258,015	\$ 288,000	\$ 29,985	11.6%
Miscellaneous Non-Recurring		\$ 912,784	\$ 2,156,721	\$ -	\$ -	\$ -	
Local Receipts not shown on Recap				\$ 915,952			
Subtotal		\$ 12,092,846	\$ 14,374,770	\$ 10,769,383	\$ 11,769,694	\$ 1,000,311	9.3%
Table 4: Available Funds							
Parking		\$ 335,000	\$ 335,000	\$ 335,000	\$ 395,000	\$ 60,000	17.9%
Cemetery		\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ -	0.0%
Free Cash		\$ 6,269,024	\$ 11,650,931	\$ 9,380,309	\$ 13,108,282	\$ 3,727,973	39.7%
Health Claims Trust Fund		\$ -		\$ 1,000,000	\$ 1,858,947	\$ 858,947	85.9%
Insurance Proceeds		\$ 200,000		\$ -		\$ -	---
Transp.Demand Mgmt. Stab. Fund		\$ 85,160	\$ 90,000	\$ 88,000	\$ 137,000	\$ 49,000	55.7%
Avalon Bay School Enrollment Mitigation Fund		\$ 250,000	\$ 250,000	\$ 49,096	\$ -	\$ (49,096)	-100.0%
Balances from Prior Yr. Capital Articles		\$ 5,468	\$ 42,579	\$ 54,888		\$ (54,888)	-100.0%
Subtotal		\$ 7,249,652	\$ 12,473,510	\$ 11,012,293	\$ 15,604,229	\$ 4,591,936	41.7%
Table 4a: Other Available Funds							
Capital Stabilization Fund		\$ -	\$ -	\$ 919,000	\$ 620,567	\$ (298,433)	-32.5%
Subtotal		\$ -	\$ -	\$ 919,000	\$ 620,567	\$ (298,433)	-32.5%
Table 5: Revenue Offsets							
Cherry Sheet Assessments		\$ (813,255)	\$ (795,309)	\$ (811,754)	\$ (877,000)	\$ (65,246)	8.0%
Cherry Sheet Offsets						\$ -	---
School Lunch		\$ (24,262)	\$ (30,207)	\$ (26,514)	\$ (23,099)	\$ 3,415	-12.9%
Public Libraries		\$ (37,489)	\$ (39,714)	\$ (47,462)	\$ (37,450)	\$ 10,012	-21.1%
Overlay (abatements)		\$ (770,344)	\$ (779,391)	\$ (953,485)	\$ (750,000)	\$ 203,485	-21.3%
Snow Deficit		\$ -	\$ -	\$ (653,006)	\$ (300,000)	\$ 353,006	-54.1%
Subtotal		\$ (1,645,350)	\$ (1,644,621)	\$ (2,492,221)	\$ (1,987,549)	\$ 504,672	-20.2%
Table 6: Enterprise Receipts							
Water		\$ 665,848	\$ 818,689	\$ 789,275	\$ 898,614	\$ 109,339	13.9%
Wastewater (Sewer)		\$ 623,444	\$ 450,116	\$ 465,030	\$ 478,354	\$ 13,325	2.9%
Recreation		\$ 223,600	\$ 228,600	\$ 233,600	\$ 240,608	\$ 7,008	3.0%
Subtotal		\$ 1,512,892	\$ 1,497,405	\$ 1,487,905	\$ 1,617,576	\$ 129,671	8.7%
Gross General Fund Revenues		\$ 164,006,957	\$ 178,758,128	\$ 181,102,361	\$ 193,549,110	\$ 12,446,749	6.9%
Revenues Set Aside for Designated Expenses		\$ 6,339,044	\$ 16,129,376	\$ 14,449,660	\$ 17,349,334	\$ 2,899,674	20.1%
Net General Fund Revenues Available for Appropriation		\$ 157,667,913	\$ 162,628,752	\$ 166,652,701	\$ 176,199,776	\$ 9,547,075	5.7%

Section II Revenues

Town of Lexington, Massachusetts

\$30,000 is attributable to a \$30,000 annual payment commencing in FY15 for 20 years for solar panels in the process of being installed on the roofs of various town and school buildings.

Available Funds: Available Funds are projected to increase by approximately \$4.6 million or 41.7%. This increase is driven predominantly by two factors. The first is an increase in free cash of \$2.8 million from the 7/1/13 certification of \$10.3 million to the 7/1/14 certification of \$13.1 million. The second factor is the proposed use of \$1.86 million from the Town's Health Claims Trust Fund which is a portion of the balance in the fund that was the repository of employer and employee contributions when the Town's employee health insurance program was self-insured. It is proposed that this amount be used to underwrite the Town's share of FY16 GIC premiums thus freeing up \$1.86 million in the tax levy to continue progress in funding the Town's OPEB liability. The amount of the HCTF being applied in FY15 is \$1 million.

Other components of Available Funds include the proposed use of parking meter receipts, cemetery funds, and the Transportation Demand Management Stabilization Fund. Though not considered an operating revenue, another source of available funds is the proposed use of \$620,567 from the Capital Stabilization Fund to fund the ongoing mitigation of the debt service impacts of the financing of the LHS modular classrooms construction. In FY15, \$919,000 was appropriated for this purpose.

Revenue Offsets: Revenue Offsets are projected to decrease by approximately \$505,000 or 20.2%. Revenue Offsets represent the set-aside of a portion of projected revenues needed for particular purposes including:

- (1) components of state aid (Public Library aid and School Lunch reimbursements) that are distributed as Cherry Sheet aid, but, in fact, are categorical grants that are not available to support general fund operations;
- (2) cherry sheet assessments - estimated charges to be levied by the Commonwealth to cover the costs of state and regional services provided to the Town. Cherry Sheet Assessments assume a 3.5% increase in FY 2015;
- (3) the Assessor's Overlay account which covers the cost of abatements and exemptions granted to property taxpayers (FY15 is a revaluation year so the FY15 overlay is \$900,000. It will drop to \$750,000 in FY16, a non-revaluation year); and,
- (4) potential snow and ice deficits.

The FY16 decrease in total revenue offsets is driven primarily by 2 factors. The first is a decrease in the FY15 set-aside for the FY14 snow and ice deficit of \$653,006 to \$300,000 in FY16 to cover a prospective FY15 snow and ice deficit. The second is the decrease in the overlay account.

Enterprise Receipts: Enterprise Receipts are projected to increase approximately \$129,700, or 8.7% based on an updated indirect cost analysis. This category represents transfers from the water, sewer and recreation enterprise funds to the general fund to cover general fund expenditures that support the operations of the water, sewer and recreation departments. Water & Sewer Indirects were reduced by \$61,549 annually from FY07 through FY13 as per BOS vote on October 30, 2006 to bring historical levels of indirect costs in line with actual costs.

Revenues Set Aside for Designated Expenses: This represents components of Gross General Fund Revenues that are set aside for designated purposes. The proposed purposes are shown in the table on the next page.

Section II Revenues

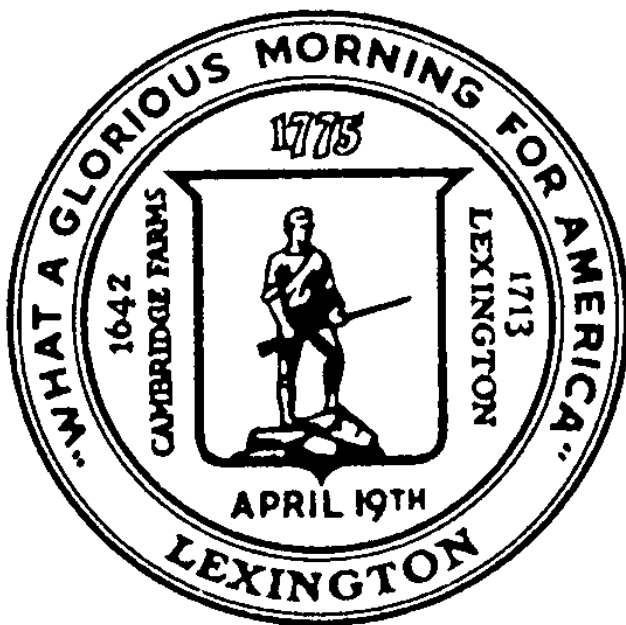
Town of Lexington, Massachusetts

Revenues Set-Aside for Designated Expenses						
		Financing Sources			Total	Notes
		Free Cash	Tax Levy	Other		
1	Set-Aside for Unanticipated Current Fiscal Year Needs	\$ 200,000	\$ -	\$ -	\$ 200,000	Reserved for appropriation at the 2014 annual town meeting to fund supplemental appropriations to the FY15 budget.
2	Other Post-Employment Benefits (OPEB)	\$ 3,247	\$ 1,858,947	\$ -	\$ 1,862,194	\$1.86 million resulting from use of Health Insurance Claims Trust Fund to fund FY16 Health Insurance
3	Cash Capital	\$ 2,419,000			\$ 2,419,000	
4	Capital Stabilization Fund	\$ 6,405,035	\$ 3,042,797	\$ -	\$ 9,447,832	To meet future capital/debt service needs. \$120,000 from the tax levy is attributable to savings in the DPF electricity budget from the installation of solar panels on the roofs of various school and town buildings.
5	Appropriate From Capital Stabilization Fund			\$ 620,567	\$ 620,567	To mitigate debt service impact of LHS Modular Buildings construction financing.
6	Street Reconstruction	\$ -	\$ 2,270,145	\$ -	\$ 2,270,145	Consistent with long-term street maintenance plan.
7	Reserve for Federal Budget Reductions	\$ -	\$ 110,000	\$ -	\$ 110,000	Set-aside to offset potential federal budget cuts that will impact School grant programs.
8	Municipal Building Envelope and Systems	\$ -	\$ 182,760	\$ -	\$ 182,760	Initially funded in 2006 override; increases by 2.5% per year.
9	Senior Tax Work-Off Program	\$ -	\$ 20,000		\$ 20,000	
10	Set-Aside for Tax Levy Support of Community Center Program (Transfer to Article 5)		\$ 216,836		\$ 216,836	
11	Subtotal	\$ 9,027,282	\$ 7,701,485	\$ 620,567	\$ 17,349,334	
12	Operating Budget	\$ 4,080,920	\$ -	\$ -	\$ 4,080,920	\$4,000,000 of Free Cash to support the FY16 operating budget.
13	Grand Total	\$ 13,108,202	\$ 7,701,485	\$ 620,567	\$ 21,430,254	
¹ "Other" financing source for Debt Service Mitigation is the Capital Projects/Debts Service Reserve/Building Renewal Stabilization Fund.						

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Section III: Education

Program 1000



Lexington Public Schools
Minuteman Regional School

Section III: Program 1000: Education

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for education. It includes:

- 1100 Lexington Public Schools III-2
- 1200 Minuteman Regional School III-5

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1100 Lexington Public Schools

Town of Lexington, Massachusetts

Mission: To advance academic excellence and promote student social and emotional wellness for all students.

Budget Overview: On February 10, 2015, the School Committee voted the FY 2016 budget request for the 2015 Annual Town Meeting. The budget process began on September 16, 2014, when the School Committee voted the FY 2016 budget guidelines and requested that the Superintendent present a level-service budget and program improvements. For purposes of clarification, a level-service budget is defined as the funds necessary to replicate the current level of services provided and to meet all legal requirements, including current collective bargaining requirements and special education laws. The recommended budget for the 2015-2016 school year (FY 2016) is \$92,060,316, which requires an additional \$5,436,388. The FY 2016 request represents an increase of 6.28% over the FY 2015 appropriation.

LPS Budget Guidelines

In order to provide for the educational needs of Lexington students, the Superintendent will develop a fiscal year 2016 budget that will:

1. Ensure all legal mandates will be met.
2. Include sufficient operating and capital funds to –
 - (a) continue the current level of services;
 - (b) be responsive to projected enrollment growth and corresponding needs: staffing, instructional supplies, and facility needs; and
 - (c) move the district forward in meeting the increasing demands for technology in our different education settings.
3. Ensure professional staffing guidelines will be met.
4. Maintain capital assets in order to support the instructional program, protect the physical assets of the Town of Lexington, and ensure the health and safety of our students and staff.
5. Continue to identify and plan alternatives that will provide services in more cost-effective ways.
6. Identify ways to reduce costs, if there are not sufficient monies available to fund a level-service budget.
7. Identify a small number of high leverage new academic or prosocial programs, or supports, including mental health interventions.
8. Reduce reliance on parent fundraisers for core educational materials and equipment.
9. Review the adequacy of department and/or school per pupil expenditure levels and recommend changes if needed.

The changes in the school budget are driven by four key factors:

1. Negotiated Salary Increases: The FY16 budget includes projected funds for all bargaining units and non-union positions. All collective bargaining contracts expire prior to September 1, 2015. In January 2015, the collective bargaining process will begin for all successor contracts.
2. New Positions Due to Enrollment Increases: During the past five years, the enrollment increased by 615 students (+7.8%), or on an average 123 students per year (2% per year). Next year, the K-12 enrollment is projected to increase by 122 students (6,793 to 6,915). In FY 16, we will need approximately 13.2 educators kindergarten through grade 12, based on increasing the total number of LPS educators by the projected enrollment growth of 2%.
3. Increased Special Education Costs:
 - a. In-district staffing - The FY16 budget includes funds to add 24.57 positions that are required due to an increase in the number of students with special needs and students with more challenging needs. The increase in demand for special education services is related to the overall increase in the student population and more students with significant needs moving into Lexington. Our investment in building in-house capacity over the past eight years now means we can provide higher quality educational services in all nine schools and avoid some placements in out-of-district schools and the corresponding transportation costs.

At the High School, the budget includes funds to add staffing to the Intensive Learning Program, which will expand over the next few years for students through age 22. Some of these students will be educated in the new prefabricated classrooms. The high school Intensive Learning Program (ILP) will require three new teachers and six support staff for twelve additional students. If these students were sent to an out-of-district school, the average tuition plus transportation per student would be approximately \$93,000.

- b. Special Education Transportation – This program is increasing \$132,574 to address additional service needs for in-district transportation for expanding in-district programs, additional out of district student transportation, and the anticipated increase in rate under a new five –year bid that will be issued this spring. The district participates in a multi-town collaborative bid for special education transportation services. FY 2016 will be the first year of a five year contract.
 - c. Program Improvement Needs: The FY16 budget includes funds to add 9.37 positions that are required to address important programmatic needs. The total cost of these recommended programmatic improvements is \$733,143. At the end of the Executive summary, a list of these positions is included. A description for each position is included in the respective department budget.

1100 Lexington Public Schools

Program: Education
Town of Lexington, Massachusetts

Budget Summary

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 74,403,031	\$ 78,907,700	\$ 86,165,931	\$ 91,558,316	\$ 5,392,386	6.26%
Avalon Bay Mitigation Fund	\$ 250,000	\$ 250,000	\$ 49,088	\$ -	\$ (49,088)	-100.00%
Fees & Charges	\$ 272,741	\$ 807,116	\$ 408,910	\$ 502,000	\$ 93,090	22.77%
Total 1100 Lexington Public Schools	\$ 74,925,772	\$ 79,964,816	\$ 86,623,929	\$ 92,060,316	\$ 5,436,388	6.28%
Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Salary and Wages	\$ 64,117,953	\$ 68,264,740	\$ 73,496,851	\$ 78,675,324	\$ 5,178,473	7.05%
Expenses	\$ 10,807,819	\$ 11,700,076	\$ 13,127,078	\$ 13,384,992	\$ 257,915	1.96%
Total 1100 Lexington Public Schools	\$ 74,925,772	\$ 79,964,816	\$ 86,623,929	\$ 92,060,316	\$ 5,436,388	6.28%

* Amounts show are general fund only and do not reflect spending supported by Labbb Credit, Circuit Breaker Funds, Revolving Funds, or local/state/federal grant funds

Budget Documents are available at <http://lps.lexingtonma.org/Page/5278>

1200 Minuteman Regional School

Town of Lexington, Massachusetts

Budget Overview: The Regional School subprogram provides funding to operate the Minuteman Science-Technology High School. Minuteman Tech is a regional school, located in Lexington and Lincoln, which provides technical and academic education for students in grades 9-12 from the 16-town Minuteman district.

Minuteman Tech's programs include courses in biotechnology, environmental technology, computer programming, printing, commercial art, cosmetology, child care, carpentry, drafting, auto body repair and welding, as well as four-year academic and college preparatory programs. In addition, adults can pursue a variety of continuing education programs at Minuteman.

Lexington's historical enrollment at Minuteman is shown in the table below.

	10/1/2009	10/1/2010	10/1/2011	10/1/2012	10/1/2013	10/1/2014
High School Students	62	54	53	53	47	41.5
Post Graduate Students	21	9	8	7	5	3
Total	83	63	61	60	52	44.5

1200 Minuteman Regional School

Program: Education
Town of Lexington, Massachusetts

Appropriated/Authorized Staffing:

No staff is charged to this budget.

1200 Minuteman Regional School

Town of Lexington, Massachusetts

Budget Recommendations

The FY2016 Town Manager's recommended budget for the Minuteman Regional School assessment is \$1,202,814. This is the final assessment approved by the Minuteman School Committee and is a \$41,570, or 3.34% decrease over the FY2015 budget.

1200 Minuteman Regional School

Program: Education
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Total 1200 Minuteman	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%

Appropriation Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Total 1200 Minuteman	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%

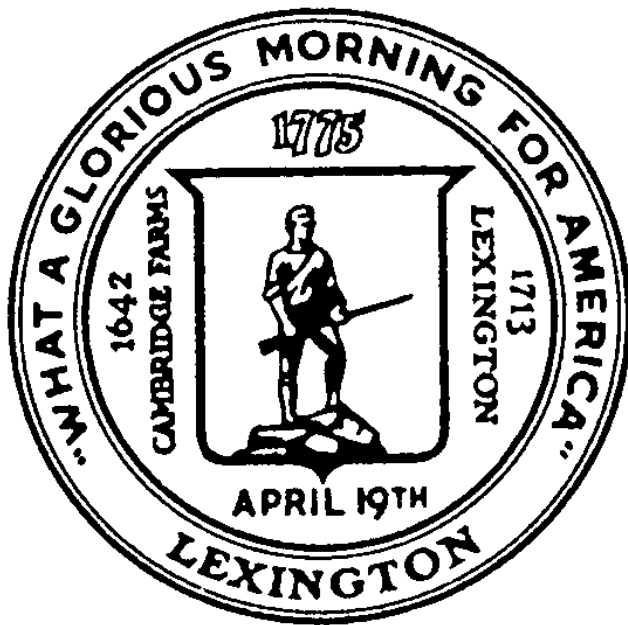
Level-Service Requests	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Total 1200 Minuteman Regional School	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Total 1200 Minuteman	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%

Object Code Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	-
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Contractual Services	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%
Total 1200 Minuteman	\$ 1,407,979	\$ 1,474,266	\$ 1,244,384	\$ 1,202,814	\$ (41,570)	-3.34%

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Section IV: Shared Expenses

Program 2000



Employee Benefits and Insurance
Debt Service
Reserve Fund
Public Facilities

Section IV: Program 2000: Shared Expenses

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for shared expenses. It includes:

- | | |
|--|-------|
| • 2100 Employee Benefits and Insurance | IV-2 |
| • 2200 Debt Service | IV-8 |
| • 2300 Reserve Fund | IV-12 |
| • 2400 Public Facilities | IV-16 |

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2100 Employee Benefits & Insurance

Town of Lexington, Massachusetts

Mission: To provide and manage a comprehensive benefits program for Town and School employees and retirees.

Budget Overview: Included in the Employee Benefits and Insurance program are costs for the Town's pension assessment, workers' compensation, property and casualty insurance, unemployment insurance, health, dental and life insurance benefits and the Medicare tax.

Employee Benefits is comprised of the following:

- Contributory Retirement Assessment: The assessment of the Lexington Contributory Retirement System levied to the Town to finance a portion of retirement benefits of Town and non-teaching School employees. This assessment is issued pursuant to Massachusetts General Laws (MGL) Chapter 32 and is based on an actuarial valuation of the funding obligations of the Lexington Contributory Retirement System. In addition to this assessment, employee contributions - ranging from 5% to 11% depending on the date of hire - make up the majority of the funding of the pension system.
- Non-Contributory Retirement: The cost of benefits for employees who retired prior to the creation of the Lexington Contributory Retirement System.
- Employee/Retiree Benefits: The Town's annual contribution to finance: (1) the cost of health insurance for active Town and School Department employees, and retirees; (2) the cost of dental insurance for active Town and School Department employees, and retirees; (3) the cost of life insurance for active Town and School Department employees and retirees; and (4) the Town's 1.45% share of Medicare tax for all employees hired after 1986.
- Unemployment Compensation: The cost of unemployment payments for eligible employees separated from Town or School Department employment. The Town self-insures for this expense.
- Workers' Compensation: The medical costs incurred by Town and School employees injured on the job, medical costs of former public safety employees who retired on accidental disability, and for "stop loss" insurance to mitigate the Town's exposure to extraordinary work-related medical claims. The Town largely self-insures for this expense, but purchases premium-based stop loss coverage for extraordinary claims.
- Property and Liability Insurance: The cost of premiums for policies that: (1) protect the Town against property loss and damage; (2) insure the Town's vehicles; and (3) cover the Town against liability claims.
- Uninsured Losses: A continuing balance account for uninsured property losses, settlements and deductibles contained in various insurance policies.

2100 Employee Benefits & Insurance*Town of Lexington, Massachusetts*

Authorized/Appropriated Staffing:

Staff support is provided through the Town Manager's Office, Human Resources and Finance Department. Portions of the salaries of four employees are charged to the general fund health insurance budget and property and liability insurance budget.

Budget Recommendations:

The FY2016 recommended Employee Benefits and Insurance budget is \$32,423,749. This is a \$2,599,202 or 8.71% increase from the FY2015 budget. The recommended budget includes the benefits costs (health, dental, life, Medicare and workers' compensation) for all proposed new benefits-eligible municipal positions.

Changes Include:

1. A \$250,000, or 4.99% increase in Contributory Retirement based on a funding schedule included in the January 1, 2014 actuarial valuation of the Lexington Retirement System. This schedule would result in full funding of the system's unfunded liability by 2025.
2. A \$125,000, or 9.24% increase in the Town's contribution for Medicare Tax based on FY2014 actual costs, projected FY2015 and FY2016 salaries and wages, and historical rates of increase in this tax;
3. A \$1,981,965, or 9.54% increase in the health insurance budget. The FY2016 budget is based on an increase of 7.5% on health insurance premiums across all plans; the addition of forty-five (45) School positions and thirteen (13) Town positions; the addition of forty-five (45) subscribers (new retiree subscribers, active employees currently not enrolled in the Town's plan subscribing in the future; which includes active employees switching from individual to family plans).
4. A \$100,537, or 11.19% increase in dental insurance costs based on estimated premium rates for FY 2016;
5. A \$1,595 or 7.38% increase in life insurance costs based on projected enrollments;
6. Level-funding of unemployment insurance based on a projection of a consistent number of claimants for FY2016;
7. A \$30,889 or 5.05% increase in workers' compensation costs based on FY2015 actual experience, the continuation of \$100,000 to finance the medical costs of former public safety employees who retired due to work-related injuries, the continuation of efforts to build a reserve balance in this continuing balance account, and insurance liability for new municipal and school positions recommended in the FY16 budget;
8. An \$83,854, or 10.80% increase in the costs of property and liability insurance based on guidance from our carrier on projected market conditions and additional premium for the Community Center, LHS modular classrooms and the Cary Memorial Building; and
9. A \$25,000, or 14.29% increase in the budget for uninsured losses. The balance in this continuing balance account as of January 3, 2015 is \$630,546.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 27,579,509	\$ 26,282,535	\$ 29,232,301	\$ 31,752,140	\$ 2,519,839	8.62%
Ambulance Fees	\$ -	\$ -	\$ -	\$ 64,303		
Enterprise Funds (Indirects)	\$ 483,341	\$ 498,290	\$ 508,744	\$ 524,006	\$ 15,262	3.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ 83,502	\$ 83,299	\$ (203)	-0.24%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Level-Service Requests	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 2110 Contributory Retirement	\$ 5,124,696	\$ 4,717,542	\$ 5,005,537	\$ 5,255,537	\$ 250,000	4.99%
Total 2120 Non-Contributory Retirement	\$ 12,696	\$ 13,087	\$ 13,447	\$ 13,810	\$ 363	2.70%
Total 2130 Medicare	\$ 1,242,409	\$ 1,312,882	\$ 1,353,328	\$ 1,478,328	\$ 125,000	9.24%
Total 2130 Health Insurance	\$ 19,495,823	\$ 18,656,684	\$ 20,768,749	\$ 22,750,714	\$ 1,981,965	9.54%
Total 2130 Dental Insurance	\$ 875,062	\$ 739,287	\$ 898,208	\$ 998,745	\$ 100,537	11.19%
Total 2130 Life Insurance	\$ 22,210	\$ 18,036	\$ 21,600	\$ 23,195	\$ 1,595	7.38%
Total 2140 Unemployment	\$ 103,321	\$ 217,608	\$ 200,000	\$ 200,000	\$ -	0.00%
Total 2150 Workers Compensation	\$ 511,130	\$ 360,179	\$ 612,223	\$ 643,112	\$ 30,889	5.05%
Total 2160 Property & Liability Insurance	\$ 624,947	\$ 706,487	\$ 776,455	\$ 860,309	\$ 83,854	10.80%
Total 2170 Uninsured Losses	\$ 50,556	\$ 39,033	\$ 175,000	\$ 200,000	\$ 25,000	14.29%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%
Object Code Summary	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 85,608	\$ 63,292	\$ 81,066	\$ 80,171	\$ (895)	-
Overtime	\$ -	\$ 657	\$ -	\$ -	\$ -	-
Compensation	\$ 85,608	\$ 63,950	\$ 81,066	\$ 80,171	\$ (895)	-
Contractual Services	\$ 27,977,242	\$ 26,716,875	\$ 29,743,481	\$ 32,343,578	\$ 2,600,097	8.74%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	-
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 27,977,242	\$ 26,716,875	\$ 29,743,481	\$ 32,343,578	\$ 2,600,097	8.74%
Total 2100 Employee Benefits	\$ 28,062,850	\$ 26,780,824	\$ 29,824,547	\$ 32,423,749	\$ 2,599,202	8.71%

2100 Employee Benefits & Insurance

Town of Lexington, Massachusetts

Focus on: Health Benefits – Line Item 2130

While the cost of health insurance continues to be a concern for the Town of Lexington, as is the case with all public and private organizations in this region and across the country, the Town was successful in negotiating with the Employee Health Insurance Coalition to join the State's Group Insurance Commission (GIC) health insurance program, which should help to slow the future growth of this large cost driver.

The Town and the Public Employees Committee (PEC) have successfully negotiated a three (3) year successor agreement to remain in the GIC through Fiscal Year 2018.

The table on the following page shows the number of employees and retirees enrolled in the Town's health insurance program.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Table 1: Health Insurance Enrollments ⁽¹⁾					
				FY 2015 Budget Based on Actual Subscribers plus Additional Projected Lives shown below	FY 2016 Budget Based on Actual Subscribers plus Additional Projected Lives shown below
	Actual Subscribers November 2010 (FY 2011)	Actual Subscribers November 2011 (FY 2012)	Actual Subscribers November 2012 (FY 2013)	November 2013 (FY 2014)	November 2014 (FY 2015)
Subscribers					
<u>Town</u>					
Individual	76	72	67	77	81
Family	196	192	186	192	187
subtotal	272	264	253	269	268
<u>School</u>					
Individual	331	321	317	330	337
Family	504	506	505	509	498
subtotal	835	827	822	839	835
<u>Retirees</u>	1016	1034	1112	1151	1189
subtotal	2123	2125	2187	2259	2292
Additional projected lives for budget purposes FY 2016					
Position Vacancies					
Individual				0	11
Family				0	17
subtotal				0	28
Estimated Open Enrollment / Qualifying Events ⁽²⁾					
Individual				3	9
Family				2	16
Retirees				0	20
subtotal				5	45
Total	2123	2125	2187	2264	2365
New Positions FY 2016					
School				0	45
Municipal				1	13
Facilities Dept.				0	---
subtotal				1	58
Proposed Reduction in Subscribers FY 2016					
School				---	---
Retirees				(10)	(28)
Total	2123	2125	2187	2255	2395

(1) The subscriber counts above do not include COBRA subscribers, but includes 5 employees who are not General Fund employees.

(2) The projection shown under open enrollment / qualifying events is based on an assumption of current employees losing coverage on their spouse's plans, and changes in marital status or dependent status.

2100 Employee Benefits & Insurance

Program: Shared Expenses
Town of Lexington, Massachusetts

Table 2: Health Insurance Budget: FY 2012 - 2016						
	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	Projected FY 2016	Percentage Increase FY 2015 to FY 2016
Town ⁽¹⁾	\$ 3,679,243	\$ 3,397,070	\$ 3,577,673	\$ 3,785,423	\$ 4,190,087	10.69%
School	\$ 10,576,185	\$ 9,851,024	\$ 9,957,423	\$ 10,772,796	\$ 12,053,737	11.89%
Retirees	\$ 6,976,588	\$ 5,026,524	\$ 5,364,397	\$ 6,104,480	\$ 6,390,235	4.68%
Total	\$ 21,232,015	\$ 18,274,618	\$ 18,899,493	\$ 20,662,699	\$ 22,634,059	9.54%
EdJobs Offset ⁽²⁾	\$ (557,007)	---	---	---	---	---
Mitigation Fund ⁽³⁾		\$ 1,120,000	---	---	---	---
Early Retiree Reinsurance Program ⁽⁴⁾	---	---	\$ (336,492)	---	---	---
Medicare Part B Penalty ⁽⁵⁾		\$ 101,205	\$ 93,683	\$ 106,050	\$ 116,655	10.00%
Net Budget Amount	\$ 20,675,008	\$ 19,495,823	\$ 18,656,684	\$ 20,768,749	\$ 22,750,714	9.54%

(1) Portion of salaries attributable to health insurance administration is inclusive in these figures.

(2) EdJobs was a federal stimulus grant provided to school departments.

(3) Mitigation Fund was a one (1) time cost in FY13 under the new health insurance statute.

(4) The Early Retiree Reinsurance Program was a federal grant to employers who provided health insurance to retirees under 65 years old.

(5) Medicare Part B Penalty is the amount the Town must pay due to deferred migration of retirees from active plans to Medicare supplement plans.

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2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To manage the issuance of Town debt in a manner which contains issuance and interest costs and limits large increases or decreases in annual debt service.

Budget Overview: Debt service includes general fund principal and interest payments for levy-supported (non-exempt) debt and temporary borrowing, both authorized by Town Meeting as well as for capital projects being proposed to the 2015 Annual Town Meeting. Also included in these figures are debt issuance costs and interest on abatements. Debt service on water and sewer enterprise projects is shown in elements 3610 and 3710. Debt voted to be exempt from Proposition 2 ½, while not appropriated by Town Meeting, is shown for informational purposes.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

Combined gross FY2016 debt service - inclusive of Within-Levy and Exempt debt service - is increasing by \$334,078, or 2.21%.

Within-Levy debt service - net of the proposed use of \$620,567 from the Capital Stabilization Fund to continue mitigating the debt service impacts of the financing of the modular classrooms at LHS, and other recommended FY2016 projects - is increasing by \$323,354 or 5.56%, the target rate of increase used in managing within-levy debt service. Based on the recommended FY16 General Fund capital budget net of debt service for the Parking Meter Replacement Program, it is projected that approximately \$2.26 million and \$1.14 million will need to be appropriated from the Capital Stabilization Fund at the 2016 and 2017 Annual Town Meetings, respectively, in order to continue mitigation of debt service, so that the annual increase in levy-supported debt service in each of those years is limited to 5%.

Exempt debt service, net of the proposed use of \$215,000 from the Capital Stabilization Fund to continue mitigating the debt service impacts of the Bridge/Bowman and Estabrook Elementary School projects is increasing by \$1,044,157, or 14.07%.

2200 Debt Service

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY 2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

Appropriation Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

Level-Service Requests (Within Levy Debt)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Total 2210 Within-Levy Principal	\$ 4,767,186	\$ 4,657,772	\$ 5,490,414	\$ 5,169,842	\$ (320,572)	-5.84%
Total 2220 Within Levy Interest	\$ 695,715	\$ 694,599	\$ 980,676	\$ 939,550	\$ (41,126)	-4.19%
Total 2230 Temporary Borrowing	\$ -	\$ 57,625	\$ 259,551	\$ 646,170	\$ 386,620	148.96%
Total 2200 Within-Levy Debt Service	\$ 5,462,902	\$ 5,409,996	\$ 6,730,641	\$ 6,755,562	\$ 24,921	0.37%
Use of Capital Stabilization Fund to mitigate debt service impacts of LHS modular buildings construction and other	\$ -	\$ -	\$ (919,000)	\$ (620,567)	\$ 298,433	-32.47%
Net 2200 Within-Levy Debt Service	\$ 5,462,902	\$ 5,409,996	\$ 5,811,641	\$ 6,134,995	\$ 323,354	5.56%

Level-Service Requests (Exempt Debt)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Total 2200 Exempt Debt Service	\$ 6,599,081	\$ 8,527,654	\$ 8,373,332	\$ 8,682,489	\$ 309,157	3.69%
Use of tax levy (FY2013) and Capital Stabilization Fund (FY2014-FY2016) to mitigate debt service impacts of Bridge/Bowman and Estabrook Projects	\$ (400,000)	\$ (1,600,000)	\$ (950,000)	\$ (215,000)	\$ 735,000	-77.37%
Net 2200 Exempt Debt Service	\$ 6,199,081	\$ 6,927,654	\$ 7,423,332	\$ 8,467,489	\$ 1,044,157	14.07%

Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
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Object Code Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY 2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	10.77%
Total 2200 Debt Service	\$ 12,061,983	\$ 13,937,650	\$ 15,103,973	\$ 15,438,051	\$ 334,078	2.21%

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: To provide for extraordinary and unforeseen expenses.

Budget Overview: The Reserve Fund is under the jurisdiction of the Appropriation Committee.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

There is no direct staff charged to this line-item. Staff support is provided through the Town Manager and Finance departments.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 Town Manager's recommendation for the Reserve Fund is \$900,000, which represents no increase over the FY2015 budget.

2300 Reserve Fund

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Directed Funding (Revolving Funds)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Appropriation Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Level-Service Requests	FY2012 Actual	FY2013 Actual	FY2014 Appropriation	FY2015 Recommended	Dollar Increase	Percent Increase
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Object Code Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contractual Services	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%
Total 2300 Reserve Fund	\$ -	\$ -	\$ 900,000	\$ 900,000	\$ -	0.00%

Note: The FY2013 and FY2014 budget amounts for the Reserve Fund were \$900,000 in each year. \$210,350 was transferred in FY13 to supplement the snow and ice budget, and \$76,000 and \$42,000 was transferred in FY14 for supplemental funding of property and liability insurance and for Patriot's Day security, respectively. Spending resulting from those transfers is shown as part of the budgets in the departmental summaries in Public Works, Shared Expenses, and Police.

2400 Public Facilities

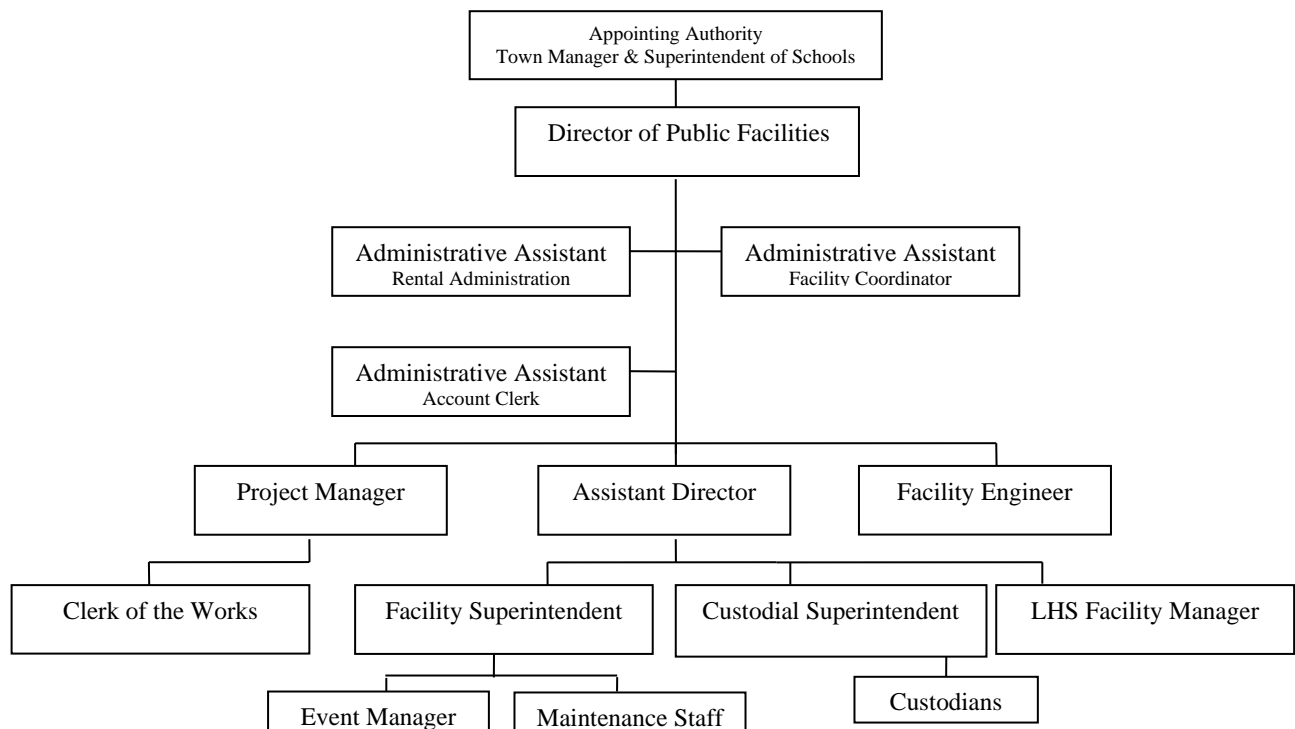
Program: Shared Expenses
Town of Lexington, Massachusetts

Mission: The mission of the Department of Public Facilities is to manage the efficient operation and maintenance of Town buildings, preserve facility and equipment assets of the Town, and plan and implement capital improvements. This mission will be accomplished through establishing appropriate services in support of building users, fostering continuous improvement in delivery of services, and by establishing a five-year capital plan in collaboration with the Permanent Building Committee and other Town committees.

Budget Overview: The Department of Public Facilities (DPF) is responsible for the coordination and care of all Town-owned buildings inclusive of those under the control of the Town Manager, Library Trustees and School Committee. The primary areas of service include custodial care and cleaning, building maintenance and repair (including preventative maintenance), utilities, and landscaping and grounds (school buildings only). The DPF administrative staff develops and implements the programs that provide services for the Town buildings. In addition, the DPF Capital Budget and the Rental Revolving Fund are managed by the staff.

Departmental Initiatives:

1. Support the operation of the Community Center.
2. Support the School Master Planning process.
3. Implement other priority projects.



2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

School Facilities 2410	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Maintenance Staff ¹	8	10	10	11
Custodian ²	47	48	48	48
Sub-total FTE	55	58	58	59
Municipal Facilities 2420				
Superintendent	0	0	0	0
Foreman ³	1	1	1	0
Technician ⁴	1	1	1	0
Custodian ⁵	6	9	9	10
Sub-total FTE	8	11	11	10
Shared Facilities 2430				
Administrative Asst - Facility Coordinator	1	1	1	1
Administrative Asst - Clerical/ Rental Administrator	1	1	1	1
Administrative Asst - Account Clerk	1	1	1	1
Municipal Assistant - Part time	0	0.5	0.5	0.5
Director of Public Facilities	1	1	1	1
Assistant Director of Public Facilities	1	1	1	1
Superintendent of Custodial Services	1	1	1	1
Project Manager	1	1	1	1
Facility Superintendent	1	1	1	1
Facility Engineer	1	1	1	1
Event Manager ⁶	0.4	1	1	1
LHS Facility Manager	1	1	1	1
Sub-total FTE⁷	10.4	11.5	11.5	11.5
Total FTE	73.4	80.5	80.5	80.5
Notes: ¹ Two additional maintenance staff in FY 2014, funded from a reduction in contractual services (plumbing and carpentry) and due to new contract language that licensed staff can work in all DPF managed buildings. ² One additional custodial staff for new Estabrook School. ³ Foreman position replaced by Head Custodian position. ⁴ Municipal Technician replaced by Electrician in School (townwide) Maintenance Staff ⁵ Approved staff from FY 14 Program Improvement Requests: Three additional staff to maintain the property at 39 Marret Road, the Community Center site. ⁶ Event Manager hours increased to full time. ⁷ FTE count does not include full time Assistant Project Manager expensed to construction projects				

2400 Public Facilities

Program: Shared Expenses
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Department of Public Facilities budget inclusive of the General Fund operating budget, the Building Rental Revolving Fund and the PEG Access Revolving Fund - which funds staff that provides technical support to governmental programming - is \$10,341,014. The recommended budget is a \$14,308, or 0.14% increase over the FY2015 budget.

The Department of Public Facilities FY2016 recommended General Fund operating budget – inclusive of the Education Facilities, Municipal Facilities and Shared Facilities divisions - is \$9,899,631, which is a \$1,956, or 0.02% increase from the FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$4,861,394, and reflects a \$97,408, or 2.04% increase, which is attributable to the cost of prospective step increases and prospective cost-of-living adjustments.

The General Fund operating budget for Expenses is \$5,038,237 and reflects a \$95,452, or 1.86% decrease which is, in large part, driven by reductions in utility costs for natural gas and electricity and the transfer of \$25,000 to the Information Services budget for VOIP phone maintenance agreements. Of the reductions in electricity, \$120,000 is attributable to savings from installation of solar panels on building roofs. This savings has been re-allocated to comprise part of the proposed FY16 funding of the Capital Stabilization Fund. The FY16 recommended budget for Expenses also includes \$108,500 for the purchase of an Aerial Lift truck.

The FY16 recommended PEG Access Revolving Fund request is \$20,516 which is effectively level funding of the FY15 budget. The Building Rental Revolving Fund budget request is \$420,866, an increase of \$11,783, or 2.88% which is primarily attributable to prospective increases in wages for staff charged to this account.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Compost Revolving Fund)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared)	Total	
Staff for in-house cleaning of Library, Public Services Building and Town Office Building ¹	\$ 127,510	\$ 45,000	\$ 172,510	\$ -	\$ -	\$ -	\$ 172,510
¹ The cost of this proposal would be offset by a \$117,000 reduction in contract cleaning costs, for a net cost of \$55,510.							

2400 Public Facilities

Program: Shared Expenses Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 9,343,330	\$ 9,669,741	\$ 9,897,675	\$ 9,899,631	\$ 1,956	0.02%
Enterprise Funds (Indirect)	-	-	-	-	-	-
Revolving Funds	-	-	-	-	-	-
Public Facilities Revolving Fund	\$ 359,735	\$ 391,166	\$ 409,083	\$ 420,866	\$ 11,783	2.88%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 19,947	\$ 20,516	\$ 569	2.85%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,406,962	\$ 4,716,902	\$ 5,012,515	\$ 5,119,651	\$ 107,135	2.14%
Expenses	\$ 5,306,104	\$ 5,354,004	\$ 5,301,689	\$ 5,208,237	\$ (93,452)	-1.76%
Benefits	\$ -	\$ -	\$ 12,501	\$ 13,126	\$ 625	5.00%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Education Facilities	\$ 7,112,927	\$ 7,206,946	\$ 7,258,223	\$ 7,189,980	\$ (68,244)	-0.94%
Municipal Facilities	\$ 1,610,193	\$ 1,793,617	\$ 1,965,660	\$ 1,904,656	\$ (61,004)	-3.10%
Shared Facilities	\$ 989,945	\$ 1,070,344	\$ 1,102,821	\$ 1,246,378	\$ 143,556	13.02%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,916,911	\$ 4,190,825	\$ 4,605,010	\$ 4,699,756	\$ 94,747	2.06%
Overtime	\$ 490,051	\$ 526,078	\$ 407,506	\$ 419,894	\$ 12,389	3.04%
Personal Services	\$ 4,406,962	\$ 4,716,902	\$ 5,012,515	\$ 5,119,651	\$ 107,135	2.14%
Contractual Services	\$ 1,546,425	\$ 1,343,433	\$ 1,341,810	\$ 1,348,060	\$ 6,250	0.47%
Utilities	\$ 3,079,883	\$ 3,205,852	\$ 3,155,179	\$ 2,912,977	\$ (242,202)	-7.68%
Supplies	\$ 541,937	\$ 699,331	\$ 665,200	\$ 732,200	\$ 67,000	10.07%
Small Capital	\$ 137,859	\$ 105,389	\$ 139,500	\$ 215,000	\$ 75,500	54.12%
Expenses	\$ 5,306,104	\$ 5,354,004	\$ 5,301,689	\$ 5,208,237	\$ (93,452)	-1.76%
Benefits	\$ -	\$ 2,728	\$ 12,501	\$ 13,126	\$ 625	5.00%
Total 2400 Public Facilities	\$ 9,713,065	\$ 10,070,907	\$ 10,326,705	\$ 10,341,014	\$ 14,308	0.14%

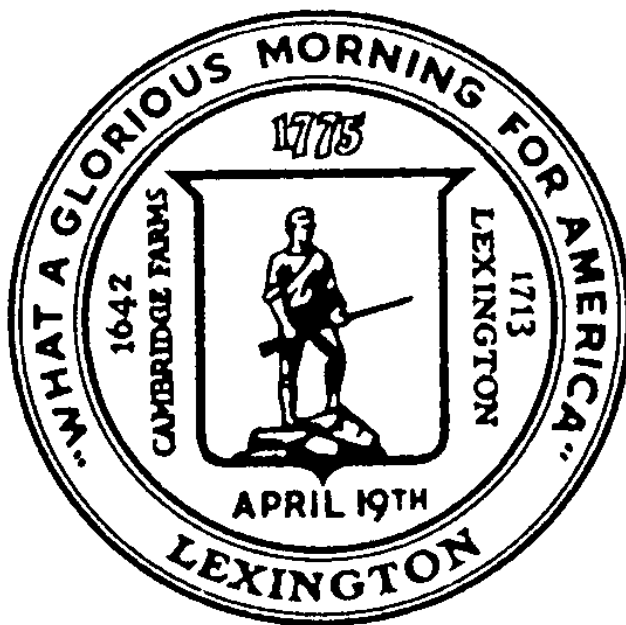
Appropriations Summary (General Fund Only)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 4,210,260	\$ 4,482,549	\$ 4,763,986	\$ 4,861,394	\$ 97,408	2.04%
Expenses	\$ 5,133,071	\$ 5,184,464	\$ 5,133,689	\$ 5,038,237	\$ (95,452)	-1.86%
Total 2400 Public Facilities	\$ 9,343,330	\$ 9,667,013	\$ 9,897,675	\$ 9,899,631	\$ 1,956	0.02%

Appropriations Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY 2015 Appropriated	FY 2016 Recommended	Dollar Increase	Percent Increase
Personal Services	\$ 196,702	\$ 231,625	\$ 248,529	\$ 258,256	\$ 9,727	3.91%
Public Facilities Revolving Fund	\$ 186,702	\$ 221,625	\$ 233,270	\$ 242,663	\$ 9,393	4.03%
PEG Revolving Fund	\$ 10,000	\$ 10,000	\$ 15,259	\$ 15,594	\$ 335	2.19%
Expenses	\$ 173,033	\$ 169,541	\$ 168,000	\$ 170,000	\$ 2,000	1.19%
Public Facilities Revolving Fund	\$ 173,033	\$ 169,541	\$ 168,000	\$ 170,000	\$ 2,000	1.19%
Benefits	\$ -	\$ 2,728	\$ 12,501	\$ 13,126	\$ 625	5.00%
Public Facilities Revolving Fund	\$ -	\$ 2,728	\$ 7,813	\$ 8,204	\$ 391	5.00%
PEG Revolving Fund	\$ -	\$ -	\$ 4,688	\$ 4,922	\$ 234	5.00%
Total 2400 Public Facilities	\$ 369,735	\$ 403,894	\$ 429,030	\$ 441,382	\$ 12,352	2.88%

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Section V: Department of Public Works

Program 3000



DPW Administration and Engineering

Highway

Public Grounds

Environmental Services

Water Enterprise

Sewer Enterprise

Section V: Program 3000: Public Works

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for Public Works (DPW). It includes:

- | | |
|---|------|
| • 3000-3500 DPW Summary | V-2 |
| • 3100 DPW Administration & Engineering | V-7 |
| • 3200 Highway | V-11 |
| • 3300 Public Grounds | V-15 |
| • 3400 Environmental Services | V-19 |
| • 3600 Water Enterprise | V-23 |
| • 3700 Sewer Enterprise | V-27 |

3000 – 3500 DPW Summary*Town of Lexington, Massachusetts*

Mission: The Department of Public Works is a professional team dedicated to enhancing the quality of life in Lexington and supporting the Town's core values. The Department makes every effort to maximize the efficient, effective use of Town resources in the support, maintenance and upkeep of the infrastructure, public lands and programs. Staff is committed to public safety and providing prompt, courteous quality service to both customers and to each other.

Budget Overview: The Department of Public Works is comprised of multiple divisions including Administration and Engineering, Highway, Public Grounds and Environmental Services. The services provided by Public Works include the maintenance, repair, and construction of the Town's infrastructure, roads, equipment, and property. The Department of Public Works is responsible for 284 lane miles of road, 154 miles of water mains, 34 miles of trunk sewer lines, 119 miles of street sewer lines, 4,700 catch basins, 145 pieces of equipment, 9 parks, 4 cemeteries, the Pine Meadows golf course, and the 5.5 mile-long Jack Edison Memorial Bikeway. Public Works supports Town functions through the maintenance and repair of facilities such as playing fields, and the bikeway. This program also includes the Town's water and sewer operations, which function as separate enterprise funds and are shown in separate enterprise budgets.

Along with the day to day duties of DPW staff, many are also actively involved or work with Town committees. Those committees include the Permanent Building Committee, the Transportation Working Group, the Tree Committee, the Center Committee, the Water/Sewer Abatement Board, the Sidewalk Committee, the Capital Expenditures Committee, the Energy Committee, the Electric Utility Ad-Hoc Committee, the Traffic Safety Group, the Transportation Advisory Committee, the Bike Advisory Committee, and the Recreation Committee. These, and other staff, also work collaboratively on internal committees and teams.

Departmental Initiatives:

1. Begin the APWA re-accreditation process.
2. Continue the storm water initiatives in preparation for the new NPDES permit.
3. Support the implementation of GIS.
4. Work with Energy Committee and Sustainability Committee to improve energy efficiencies.

3000 – 3500 DPW Summary

Program: Public Works
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY2015 Budget	FY2016 Recommended
Department of Public Works - General Fund				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Municipal Clerk	0	0	0	0
Department Account Clerk ¹	2.6	2.6	2.6	2.6
Department Clerk - Pub Grounds/Cemetery	1	1	1	1
Department Lead Clerk	1	1	1	1
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	3	4	4
Engineering Aide	0.7	0.7	0.7	0.7
Supt of Equipment, Highways & Drains	1	1	1	1
Crew Chief	6	6	6	6
Laborer	0	0	0	0
Heavy Equipment Operators	10	10	10	12
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	2.2	2.2	2.2	2.2
Highways and Drains Foreman	1	1	1	1
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
Superintendent of Public Grounds	1	1	1	1
Laborer-Truck Driver	3	3	3	1
Leadmen	7	7	7	7
Senior Arborist	2	2	2	2
Tree Climber	1	2	2	2
Cemetery Foreman	1	1	1	1
Department of Public Works - Compost Revolving Fund				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	1	1	1	1
Heavy Equipment Operators	1	1	1	1
Seasonal Heavy Equipment Operator			0.5	0.5
Seasonal Laborer	0.7	0.7	0.7	0.7
Total FTE	60.8	61.8	63.3	63.3
Total FT/PT	56 FT/10 PT	57 FT/10 PT	58 FT/10 PT	58 FT/10 PT

Explanatory Notes

¹FT Dept. Acct. Clerk shown as 0.6 from General Fund; 0.4 is charged to Water and Sewer Enterprise.

** Lexpress moved to Human Services in FY2013, Parking Attendant Supervisor & Attendants, moved to Police Dept in FY2013

3000 – 3500 DPW Summary

Budget Recommendations:

The FY2016 recommended All Funds Public Works budget inclusive of the General Fund operating budget and the Burial Containers, Compost Operations, Lexington Tree Fund, Minuteman Household Hazardous Waste, and Regional Cache – Hartwell Avenue revolving funds is \$9,569,495. The recommended budget is a \$58,570, or 0.62% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The FY2016 recommended Public Works General Fund operating budget is \$8,749,573, which is a \$1,372, or 0.02% decrease from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$3,764,416, and reflects a \$42,886, or 1.15% increase, which is generally attributable to the cost of prospective salary step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$4,985,157 and reflects a \$44,259, or 0.88% decrease.

The combined FY16 recommended Revolving Fund budgets are \$819,922 which is a \$59,942 or 7.89% increase over FY15.

Please see the division sections in the following pages for a detailed explanation of the FY2016 budget changes.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
Heavy Equipment Operator at Compost Facility: Part-time to Full time ¹	\$ 19,600	\$ 14,911	\$ 34,511	TBD	TBD	TBD	\$ -

¹ If approved, funding will be from the Compost revolving Fund.

3000 – 3500 DPW Summary

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 7,131,703	\$ 7,552,145	\$ 7,769,966	\$ 7,746,716	\$ (23,250)	-0.30%
Enterprise Funds (Indirects)	\$ 648,729	\$ 642,088	\$ 638,812	\$ 657,976	\$ 19,164	3.00%
Fees & Charges	-	-	-	-	\$ -	0.00%
Parking Fund	\$ 42,616	\$ 89,698	\$ 72,074	\$ 72,074	\$ -	0.00%
Cemetery Trust	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ -	0.00%
Cemetery Prep Fees	\$ 122,321	\$ 122,087	\$ 127,024	\$ 127,824	\$ 800	0.63%
Charges for Service	\$ 4,236	-	\$ 3,480	\$ 3,760	\$ 280	8.06%
Licenses & Permits	\$ 46,058	\$ 46,158	\$ 34,590	\$ 36,223	\$ 1,633	4.72%
Lexpress Fares	\$ 89,000	\$ -	\$ -	\$ -	\$ -	0.00%
TDM Allocation	\$ 72,000	\$ -	\$ -	\$ -	\$ -	0.00%
Revolving Funds	-	-	-	-	\$ -	0.00%
Burial Containers	\$ 41,070	\$ 51,770	\$ 40,000	\$ 40,000	\$ -	0.00%
Compost Operations	\$ 468,613	\$ 736,569	\$ 494,980	\$ 534,922	\$ 39,942	8.07%
Tree	\$ 20,930	\$ 22,497	\$ 25,000	\$ 45,000	\$ 20,000	80.00%
MMHP	\$ 120,356	\$ 145,727	\$ 180,000	\$ 180,000	\$ -	0.00%
Regional Cache at Hartwell Ave	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3100-3500 DPW All Funds	\$ 8,929,499	\$ 9,529,682	\$ 9,510,925	\$ 9,569,495	\$ 58,570	0.62%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,693,607	\$ 3,871,183	\$ 3,968,302	\$ 4,016,500	\$ 48,198	1.21%
Expenses	\$ 5,151,397	\$ 5,532,486	\$ 5,445,866	\$ 5,432,007	\$ (13,859)	-0.25%
Benefits	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Debt Service (Revolving Fund)	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3100-3500 DPW	\$ 8,929,499	\$ 9,529,682	\$ 9,510,925	\$ 9,569,495	\$ 58,570	0.62%

Program Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3110 Administration	\$ 529,548	\$ 572,026	\$ 590,827	\$ 604,299	\$ 13,472	2.28%
Total 3120 Town Engineering	\$ 558,353	\$ 644,420	\$ 737,895	\$ 749,375	\$ 11,480	1.56%
Total 3130 Street Lighting	\$ 375,126	\$ 377,754	\$ 287,145	\$ 306,902	\$ 19,757	6.88%
Total 3210 Highway	\$ 1,103,113	\$ 1,100,483	\$ 1,241,420	\$ 1,287,363	\$ 45,943	3.70%
Total 3220 Road Machinery	\$ 729,113	\$ 730,489	\$ 759,558	\$ 711,932	\$ (47,626)	-6.27%
Total 3230 Snow Removal	\$ 1,448,923	\$ 1,744,540	\$ 1,127,716	\$ 1,128,216	\$ 500	0.04%
Total 3230 (A) October Storm	\$ 138,153	\$ -	\$ -	\$ -	\$ -	-
Total 3310 Parks	\$ 872,716	\$ 1,009,264	\$ 1,038,652	\$ 1,053,859	\$ 15,207	1.46%
Total 3320 Forestry	\$ 276,822	\$ 289,385	\$ 410,852	\$ 432,943	\$ 22,091	5.38%
Total 3330 Cemetery	\$ 296,564	\$ 310,834	\$ 333,926	\$ 340,507	\$ 6,581	1.97%
Total 3410 Refuse Collection	\$ 749,290	\$ 764,603	\$ 779,561	\$ 795,153	\$ 15,592	2.00%
Total 3420 Recycling	\$ 1,284,292	\$ 1,391,711	\$ 1,529,972	\$ 1,585,946	\$ 55,974	3.66%
Total 3430 Refuse Disposal	\$ 567,485	\$ 594,174	\$ 673,400	\$ 573,000	\$ (100,400)	-14.91%
Total 3100-3500 DPW All Funds	\$ 8,929,499	\$ 9,529,682	\$ 9,510,925	\$ 9,569,495	\$ 58,570	0.62%

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3000 – 3500 DPW Summary*Town of Lexington, Massachusetts*

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,211,764	\$ 3,320,187	\$ 3,624,122	\$ 3,670,855	\$ 46,734	1.29%
Overtime	\$ 481,843	\$ 550,996	\$ 344,181	\$ 345,645	\$ 1,464	0.43%
<i>Personal Services</i>	\$ 3,693,607	\$ 3,871,183	\$ 3,968,302	\$ 4,016,500	\$ 48,198	1.21%
Contractual Services	\$ 3,744,528	\$ 3,883,061	\$ 3,881,669	\$ 3,834,532	\$ (47,137)	-1.21%
Utilities	\$ 353,832	\$ 356,038	\$ 441,505	\$ 420,557	\$ (20,948)	-4.74%
Supplies	\$ 974,368	\$ 1,225,285	\$ 1,058,317	\$ 1,111,902	\$ 53,584	5.06%
Small Capital	\$ 78,669	\$ 68,102	\$ 64,375	\$ 65,017	\$ 642	1.00%
<i>Expenses</i>	\$ 5,151,397	\$ 5,532,486	\$ 5,445,866	\$ 5,432,007	\$ (13,859)	-0.25%
<i>Benefits</i>	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
<i>Debt</i>	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3100-3500 DPW All Funds	\$ 8,929,499	\$ 9,529,682	\$ 9,510,925	\$ 9,569,495	\$ 58,570	0.62%

Object Code Summary (General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 3,033,606	\$ 3,132,804	\$ 3,398,349	\$ 3,440,296	\$ 41,947	1.23%
Overtime	\$ 455,818	\$ 531,448	\$ 323,181	\$ 324,120	\$ 939	0.29%
<i>Personal Services</i>	\$ 3,489,424	\$ 3,664,252	\$ 3,721,529	\$ 3,764,416	\$ 42,886	1.15%
Contractual Services	\$ 3,561,807	\$ 3,632,603	\$ 3,558,469	\$ 3,501,332	\$ (57,137)	-1.61%
Utilities	\$ 353,832	\$ 356,038	\$ 441,505	\$ 420,557	\$ (20,948)	-4.74%
Supplies	\$ 926,122	\$ 1,164,556	\$ 965,067	\$ 998,252	\$ 33,184	3.44%
Small Capital	\$ 78,669	\$ 68,102	\$ 64,375	\$ 65,017	\$ 642	1.00%
<i>Expenses</i>	\$ 4,920,431	\$ 5,221,298	\$ 5,029,416	\$ 4,985,157	\$ (44,259)	-0.88%
Total 3100-3500 DPW General Fund	\$ 8,409,854	\$ 8,885,551	\$ 8,750,945	\$ 8,749,573	\$ (1,372)	-0.02%

Approp Summary (General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 3,489,424	\$ 3,664,252	\$ 3,721,529	\$ 3,764,416	\$ 42,886	1.15%
Expenses	\$ 4,920,431	\$ 5,221,298	\$ 5,029,416	\$ 4,985,157	\$ (44,259)	-0.88%
Total 3100-3500 DPW General Fund	\$ 8,409,854	\$ 8,885,551	\$ 8,750,945	\$ 8,749,573	\$ (1,372)	-0.02%

Approp Summary (Non-Gen Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Total 3420 Recycling: Compost	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Expenses	\$ 230,967	\$ 311,187	\$ 416,450	\$ 446,850	\$ 30,400	7.30%
Total 3110 Admin: Regional Cache	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3320 Forestry: Tree Fund	\$ 9,577	\$ 24,999	\$ 25,000	\$ 45,000	\$ 20,000	80.00%
Total 3330 Cemetery: Burial Containers	\$ 25,893	\$ 26,538	\$ 40,000	\$ 40,000	\$ -	0.00%
Total 3420 Recycling: Compost	\$ 73,274	\$ 112,981	\$ 151,450	\$ 161,850	\$ 10,400	6.87%
Total 3420 Recycling: MMHP	\$ 120,356	\$ 145,727	\$ 180,000	\$ 180,000	\$ -	0.00%
Benefits	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Total 3420 Recycling: Compost	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Debt	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3420 Recycling: Compost	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3100-3500 DPW Non-General Fund	\$ 519,644	\$ 644,132	\$ 759,980	\$ 819,922	\$ 59,942	7.89%

3100 DPW Administration & Engineering*Town of Lexington, Massachusetts*

Mission: This element of the budget provides executive direction and leadership to all aspects of the Department of Public Works by promoting best management practices, administering Town policies and providing engineering support to other DPW divisions and Town departments.

Budget Overview:

DPW Administration includes Administration, Operations, Engineering and Street Lighting. DPW Administration and Oversight staff plan, manage, coordinate, schedule and direct the department's activities. Staff are responsible for preparing budgets, monitoring expenditures, developing bid specifications for DPW procurements, responding to citizens' questions and concerns, evaluating work performance, performing inspections, managing projects, and scheduling work assignments.

Staff also support various committees including the Permanent Building Committee, Center Committee, Sidewalk Committee, Capital Expenditures Committee, Energy Conservation Committee, Bicycle Advisory Committee, Tree Committee, and Water and Sewer Abatement Board.

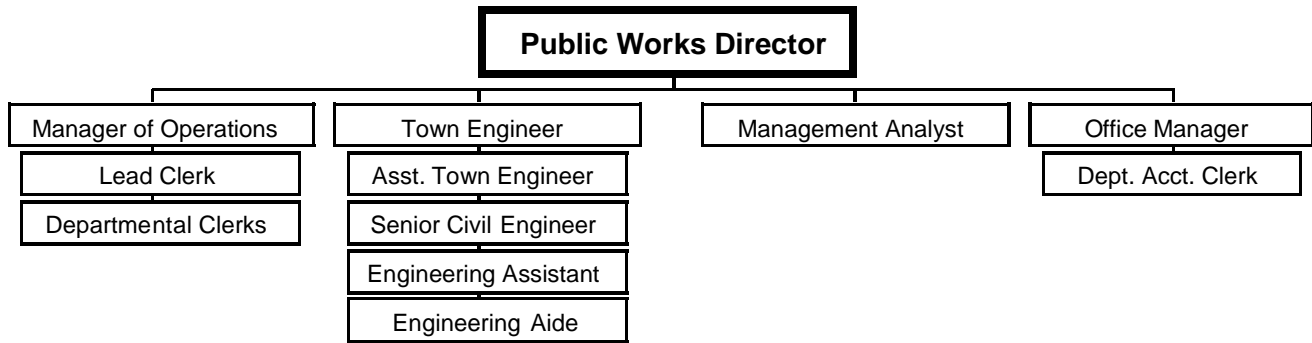
Division Initiatives:

1. Continue to streamline Operations and Administration office assignments and functions for efficiency.
2. Begin the process of reaccreditation through the American Public Works Association.
3. Increase inspection efforts for illicit discharge.
4. Increase patching oversight for private contractors.

3100 DPW Administration & Engineering

Program: Public Works

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Element 3110: DPW Administration				
Director of Public Works	1	1	1	1
Manager of Operations	1	1	1	1
Management Analyst	0.6	0.6	0.6	0.6
Office Manager	1	1	1	1
Department Lead Clerk	1	1	1	1
Department Account Clerk*	2.6	2.6	2.6	2.6
sub-total FTE	7.2	7.2	7.2	7.2
sub-total FT/PT	6 FT/2 PT	6 FT/2 PT	6 FT/2 PT	6 FT/2 PT
Element 3120: Engineering				
Town Engineer	1	1	1	1
Assistant Town Engineer	1	1	1	1
Senior Civil Engineer	1	1	1	1
Engineering Assistant	3	3	4	4
Engineering Aide	0.7	0.7	0.7	0.7
sub-total FTE	6.7	6.7	7.7	7.7
sub-total FT/PT	6 FT/1 PT	6 FT/1 PT	7 FT/1 PT	7 FT/1 PT
Total FTE	13.9	13.9	14.9	14.9
Total Full/Part Time	12 FT/3 PT	12 FT/3 PT	13 FT/3 PT	13 FT/3 PT

3100 DPW Administration & Engineering

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Administration and Engineering budget inclusive of the General Fund operating budgets for Administration, Engineering and Street Lighting and the Regional Cache Revolving Fund which funds the operation of the cache, a repository of emergency equipment at the Hartwell Avenue compost facility for use by contributing member communities, is \$1,660,577. The recommended budget is a \$44,709, or 2.77% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The Administration and Engineering FY2016 recommended General Fund operating budget is \$1,640,577, which is a \$44,709, or 2.80% increase from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$1,180,350, and reflects a \$23,497 or 2.03% increase, which is attributable to the cost of prospective salary step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$460,227 and reflects a \$21,212, or 4.83% increase. The most notable change in the Expense Budget is in the Street Lighting Division which is increasing approximately \$20,000; a net change primarily driven by an increase of \$71,000 to fund the ongoing repair of induction lights to maintain a fully operational system, which is offset by a decrease of \$59,900 in the line-item for lease agreements reflecting the final payment in November 2015 for energy-saving induction lighting installed in 2010.

The FY16 recommended Regional Cache Revolving Fund request is level funded at \$20,000.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3100 DPW Administration & Engineering

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,064,204	\$ 1,204,085	\$ 1,250,560	\$ 1,277,837	\$ 27,277	2.18%
Enterprise Funds (Indirects)	\$ 345,856	\$ 340,383	\$ 318,028	\$ 335,179	\$ 17,151	5.39%
Fees & Charges	-	-	-	-	-	-
Charges for Service	\$ 4,236	\$ 4,164	\$ 3,480	\$ 3,760	\$ 280	8.06%
Licenses & Permits	\$ 46,058	\$ 43,864	\$ 43,800	\$ 43,800	\$ -	0.00%
Parking Fund	\$ 2,673	\$ 1,705	\$ 2,145	\$ 2,120	\$ (26)	-1.20%
Regional Cache at Hartwell Ave	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3100 DPW Admin. & Engineering	\$ 1,463,027	\$ 1,594,200	\$ 1,615,868	\$ 1,660,577	\$ 44,709	2.77%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,020,754	\$ 1,073,869	\$ 1,156,853	\$ 1,180,350	\$ 23,497	2.03%
Expenses	\$ 442,273	\$ 520,331	\$ 459,015	\$ 480,227	\$ 21,212	4.62%
Total 3100 DPW Admin. & Engineering	\$ 1,463,027	\$ 1,594,200	\$ 1,615,868	\$ 1,660,577	\$ 44,709	2.77%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3110 DPW Administration	\$ 529,548	\$ 572,026	\$ 590,827	\$ 604,299	\$ 13,472	2.28%
Total 3120 Engineering	\$ 558,353	\$ 644,420	\$ 737,895	\$ 749,375	\$ 11,480	1.56%
Total 3130 Street Lighting	\$ 375,126	\$ 377,754	\$ 287,145	\$ 306,902	\$ 19,757	6.88%
Total 3100 DPW Admin. & Engineering	\$ 1,463,027	\$ 1,594,200	\$ 1,615,868	\$ 1,660,577	\$ 44,709	2.77%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,002,667	\$ 1,067,597	\$ 1,143,589	\$ 1,167,029	\$ 23,441	2.05%
Overtime	\$ 18,087	\$ 6,272	\$ 13,264	\$ 13,320	\$ 56	0.42%
Personal Services	\$ 1,020,754	\$ 1,073,869	\$ 1,156,853	\$ 1,180,350	\$ 23,497	2.03%
Contractual Services	\$ 300,395	\$ 315,361	\$ 288,970	\$ 264,525	\$ (24,445)	-8.46%
Utilities	\$ 119,797	\$ 114,112	\$ 121,395	\$ 130,402	\$ 9,007	7.42%
Supplies	\$ 21,497	\$ 90,551	\$ 47,650	\$ 84,800	\$ 37,150	77.96%
Small Capital	\$ 584	\$ 308	\$ 1,000	\$ 500	\$ (500)	-50.00%
Expenses	\$ 442,273	\$ 520,331	\$ 459,015	\$ 480,227	\$ 21,212	4.62%
Total 3100 DPW Admin. & Engineering	\$ 1,463,027	\$ 1,594,200	\$ 1,615,868	\$ 1,660,577	\$ 44,709	2.77%

Program Summary (General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,020,754	\$ 1,073,869	\$ 1,156,853	\$ 1,180,350	\$ 23,497	2.03%
Expenses	\$ 440,407	\$ 519,389	\$ 439,015	\$ 460,227	\$ 21,212	4.83%
Total 3100 DPW Admin. & Engineering	\$ 1,461,161	\$ 1,593,258	\$ 1,595,868	\$ 1,640,577	\$ 44,709	2.80%

Appropriation Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Expenses	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3110 Admin: Regional Cache	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%
Total 3100 DPW Admin. & Engineering	\$ 1,866	\$ 942	\$ 20,000	\$ 20,000	\$ -	0.00%

3200 Highway

Town of Lexington, Massachusetts

Mission: The Highway Division maintains the town streets, sidewalks and storm water infrastructure, providing for the safe movement of vehicular and pedestrian traffic. The Highway Division performs minor construction repairs, snow and ice operations for roadways and sidewalks, maintains all traffic signage, traffic markings and supervises contractual service providers that perform repairs, cleaning and maintenance work. In addition, the Road Machinery Division ensures that the Town's fleet is operational and well maintained by performing repairs, preventative maintenance and managing the fuel management program.

Budget Overview: The Highway Division includes Highway Maintenance, Road Machinery and Snow Removal.

Highway Maintenance is responsible for all public streets, sidewalks, town parking lots, drainage infrastructure and brooks, performing minor construction repairs, as well as maintaining all traffic signage and traffic markings.

Road Machinery is responsible for the repair and preventive maintenance of 160 vehicles, rolling stock and equipment.

Snow Removal is responsible for removing snow and treating 155 miles of roads and 62 miles of sidewalks.

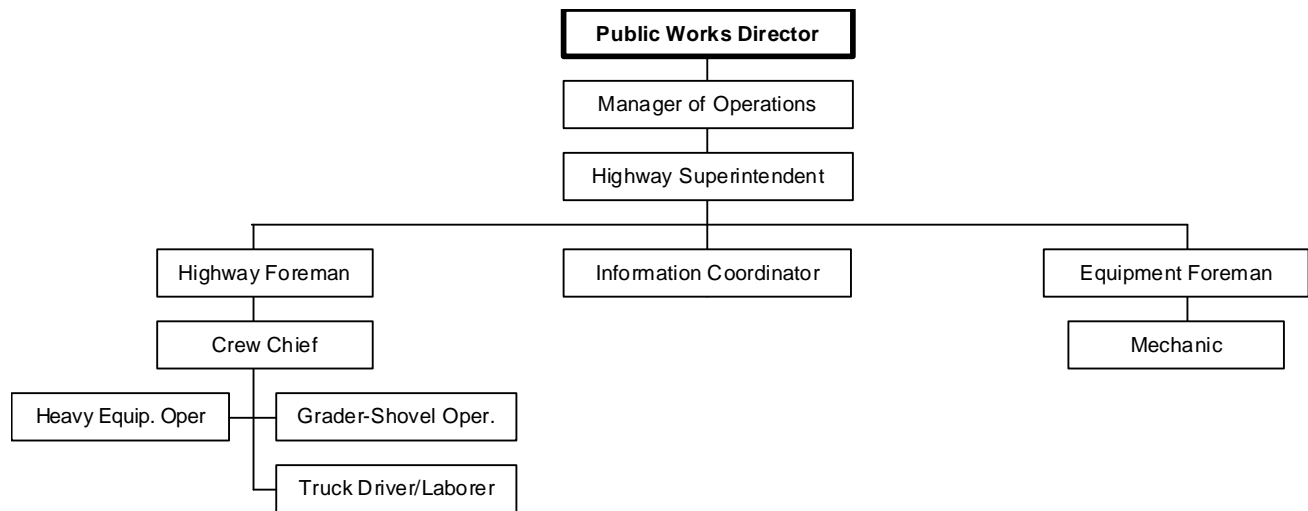
The Highway Division staff works with and provides support to the Sidewalk and Center Committees.

Division Initiatives:

1. Continue with the repair and replacement of regulatory signs per the Retro-reflectivity study conducted in 2013.
2. Continue drainage and flushing program.
3. Take proactive measures to repair catch basins town wide.
4. Refine the preventative maintenance program with new technologies.
5. Implementation of web-based technologies that improve efficiency.
6. Refine the use of enhanced liquids with salt in order to enhance the treatment processes and reduce salt consumption.
7. Continue researching new technologies that will improve the efficiency of snow removal operations.

3200 Highway

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Element 3210: Highway Maintenance				
Supt. of Equipment, Highways & Drains	1	1	1	1
Highway Foreman	1	1	1	1
Crew Chief	2	2	2	2
Laborer/Truck Driver	1	0	1	0
Heavy Equipment Operators	4	5	4	5
Leadman	2	2	2	2
Grader/Shovel Operator	1	1	1	1
Information Coordinator	1	1	1	1
Seasonal Laborer	1	1	1	1
sub-total FTE	14	14	14	14
sub-total FT/PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT	13 FT/2 PT
Element 3220: Road Machinery				
Equipment Foreman	1	1	1	1
Mechanic	4	4	4	4
sub-total FTE	5	5	5	5
sub-total FT/PT	4 FT/0 PT	5 FT/0 PT	5 FT/0 PT	5 FT/0 PT
Total FTE	19	19	19	19
Total Full/Part Time	17 FT/2 PT	18 FT/2 PT	18 FT/2 PT	18 FT/2 PT

Budget Recommendations:

The FY2016 recommended Highway budget inclusive of Highway Maintenance, Road Machinery and Snow Removal divisions is \$3,127,511. The recommended budget is a \$1,183, or 0.04% decrease over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The budget for Compensation is \$1,276,963, and reflects a \$22,292, or 1.78% increase, which is attributable to the cost of prospective step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$1,850,548 and reflects a \$23,475, or 1.25% decrease which reflects an increase in Highway expenses of approximately \$27,000, a decrease in Road Machinery expenses of approximately \$51,000 and effectively level funding of Snow Removal expenses. The biggest driver of the increase in Highway expenses is for contracted services to complement in-house staff in the maintenance of storm water retention infrastructure. The biggest driver for the decrease in Road Machinery expenses is a decrease in the budget for fuel. The budget continues funding of the second of a three-phase effort to replace street signs identified during the 2013 Retro Reflectivity Study.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3200 Highway

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 3,046,716	\$ 3,347,609	\$ 2,968,815	\$ 2,904,829	\$ (63,986)	-2.2%
Enterprise Funds (Indirects)	\$ 202,450	\$ 195,920	\$ 126,955	\$ 189,872	\$ 62,917	33.1%
Fees & Charges	-	-	-	-	-	-
Parking Fund	\$ 31,983	\$ 31,983	\$ 32,924	\$ 32,810	\$ (115)	-0.3%
Total 3200 Highway	\$ 3,281,149	\$ 3,575,512	\$ 3,128,694	\$ 3,127,511	\$ (1,183)	-0.04%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,365,978	\$ 1,426,564	\$ 1,254,671	\$ 1,276,963	\$ 22,292	1.78%
Expenses	\$ 1,915,171	\$ 2,148,948	\$ 1,874,023	\$ 1,850,548	\$ (23,475)	-1.25%
Total 3200 Highway	\$ 3,281,149	\$ 3,575,512	\$ 3,128,694	\$ 3,127,511	\$ (1,183)	-0.04%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3210 Highway Maintenance	\$ 1,103,113	\$ 1,100,483	\$ 1,241,420	\$ 1,287,363	\$ 45,943	3.70%
Total 3220 Road Machinery	\$ 729,113	\$ 730,489	\$ 759,558	\$ 711,932	\$ (47,626)	-6.27%
Total 3230 Snow Removal	\$ 1,448,923	\$ 1,744,540	\$ 1,127,716	\$ 1,128,216	\$ 500	0.04%
Total 3200 Highway	\$ 3,281,149	\$ 3,575,512	\$ 3,128,694	\$ 3,127,511	\$ (1,183)	-0.04%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,038,526	\$ 1,016,078	\$ 1,021,495	\$ 1,042,906	\$ 21,411	2.10%
Overtime	\$ 327,452	\$ 410,486	\$ 233,176	\$ 234,057	\$ 881	0.38%
Personal Services	\$ 1,365,978	\$ 1,426,564	\$ 1,254,671	\$ 1,276,963	\$ 22,292	1.78%
Contractual Services	\$ 862,335	\$ 979,600	\$ 731,796	\$ 762,600	\$ 30,804	4.21%
Utilities	\$ 221,431	\$ 210,421	\$ 301,435	\$ 251,480	\$ (49,955)	-16.57%
Supplies	\$ 778,003	\$ 913,714	\$ 785,117	\$ 779,652	\$ (5,466)	-0.70%
Small Capital	\$ 53,402	\$ 45,213	\$ 55,675	\$ 56,817	\$ 1,142	2.05%
Expenses	\$ 1,915,171	\$ 2,148,948	\$ 1,874,023	\$ 1,850,548	\$ (23,475)	-1.25%
Total 3200 Highway	\$ 3,281,149	\$ 3,575,512	\$ 3,128,694	\$ 3,127,511	\$ (1,183)	-0.04%

3300 Public Grounds*Town of Lexington, Massachusetts*

Mission: The Public Grounds Division, working with other Town Departments, user groups and concerned citizens, support various Town services and recreational opportunities that help to preserve the Town's green character and open spaces and promote public safety. Through the Cemetery Division, it also serves bereaved families and provides well-maintained cemetery grounds.

Budget Overview: The Public Grounds Division is comprised of the Parks, Forestry and Cemetery functions.

The Parks staff maintain 9 parks, 12 playgrounds, 28 conservation areas, 41 athletic fields, 12 school grounds, 4 tennis facilities, 3 historical sites, the pool and reservoir complexes as well as the Town's bicycle, fitness and conservation trails totaling approximately 630 acres. Lexington's athletic fields are used by many groups, which put excessive demands on these facilities. The new turf program has continued to make a marked improvement of the safety and playability of these fields.

The Forestry staff maintains approximately 10,000 street trees, an undetermined number of trees on Park and Conservation lands and numerous shrub bed plantings on park, cemetery, school and conservation properties and along right-of-ways.

The Cemetery staff is responsible for the administration and maintenance of four cemeteries including 21.5 acres in Westview, 6.9 acres in Munroe, 1.28 in Colonial and 0.5 acres in Robbins.

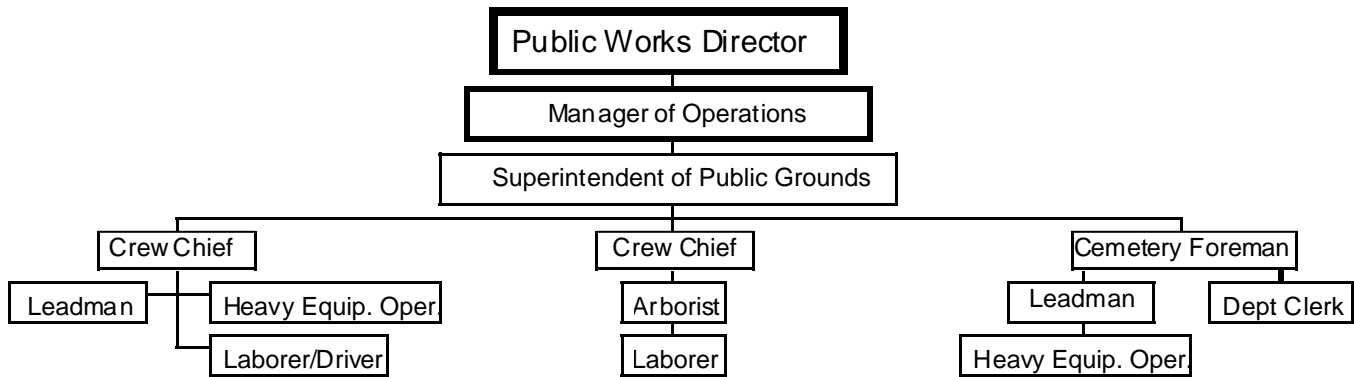
Staff supports the Recreation, Tree and Bike Path Advisory Committees.

Division Initiatives:

1. Continue the implementation of a proactive park maintenance program to provide safe, well-maintained, aesthetically pleasing parks, athletic fields and public grounds.
2. Develop a program to improve two turf areas per year. This past year the areas worked on were Hastings Park and Garfield Park.
3. Continue the implementation of planting at least one hundred and thirty trees per year in the Town Right-of Ways, parks, public grounds areas, and setback areas on private property. It is anticipated that the trees for the FY2016 plantings will come from the Tree Nursery and bare root trees from a supplier.
4. Continue the implementation of a proactive tree maintenance program to minimize hazard trees and perform timely tree pruning to promote good tree health, safety and aesthetics.
5. Continue the GPS location of graves at Westview Cemetery and begin plans for the other cemeteries.
6. Plan for future expansion of the Westview Cemetery.

3300 Public Grounds

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Element 3310: Parks Division				
Superintendent of Public Grounds	1	1	1	1
Crew Chief	4	3	3	3
Leadman	2	4	4	4
Heavy Equipment Operator	6	4	2	6
Laborer-Truck Driver	2	3	5	1
sub-total FTE	15	15	15	15
sub-total FT/PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT	15 FT/0 PT
Element 3320: Forestry Division				
Crew Chief	1	1	1	1
Senior Arborist	2	2	2	2
Laborer-Tree Climber	1	2	2	2
Seasonal Laborer*	0.6	0.6	0.6	0.6
sub-total FTE	4	5.6	5.6	5.6
sub-total FT/PT	4 FT/0 PT	5 FT/2 PT	5 FT/2 PT	5 FT/2 PT
Element 3330: Cemetery Division				
Cemetery Foreman	1	1	1	1
Crew Chief	0	0	0	0
Leadman	1	1	1	1
Heavy Equipment Operator	1	1	1	1
Department Clerk	1	1	1	1
Seasonal Laborer	0.6	0.6	0.6	0.6
sub-total FTE	4.6	4.6	4.6	4.6
sub-total FT/PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT	4 FT/2 PT
Total FTE	23.6	25.2	25.2	25.2
Total Full/Part Time	23 FT/2 PT	24 FT/4 PT	24 FT/4 PT	24 FT/4 PT

*Seasonal Laborers in 3320 Forestry have been funded since FY2013.

3300 Public Grounds

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Public Grounds budget inclusive of the General Fund operating budgets for the Parks, Forestry and Cemetery divisions and the Burial Containers and Lexington Tree Fund Revolving Funds is \$1,827,309. The recommended budget is a \$43,878, or 2.46% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The combined Parks, Forestry and Cemetery FY2016 recommended General Fund operating budget is \$1,742,309, which is a \$23,878, or 1.39% increase from the restated FY2015 General Fund budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Compensation is \$1,307,104, and reflects a \$2,902, or 0.22% decrease, which is attributable to the cost of prospective step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The combined Parks, Forestry and Cemetery General Fund operating budget for Expenses is \$435,205 and reflects a \$26,780, or 6.56% increase. The Parks Division expense budget is increasing by \$19,530, or 8.31% and the increase is driven primarily by the projected increase in water usage for new irrigation systems at Hastings Park and Garfield Park and added irrigation at the Clarke, Diamond and Center Playfields. The Forestry Division expense budget is effectively level-funded at \$121,900. The Cemetery Division expense budget is increasing by \$5,750, or 10.85% and the increase is driven primarily by the projected increase in water usage for the added irrigation at the Westview Cemetery.

The FY16 recommended revolving fund budgets are \$85,000, a \$20,000, or 30.77% increase. The Burial Container budget is level-funded at \$40,000 and the Tree Fund budget is recommended to increase by \$20,000 to accelerate tree planting throughout Town pursuant to a joint initiative of the Tree Committee and the Department of Public Works.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3300 Public Grounds

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 1,023,973	\$ 1,194,328	\$ 1,361,527	\$ 1,396,524	\$ 34,998	2.57%
Enterprise Funds (Indirects)	\$ 121,296	\$ 121,296	\$ 117,384	\$ 113,760	\$ (3,624)	-3.09%
Fees & Charges	-	-	-	-	-	-
Cemetery Prep Fees	\$ 139,063	\$ 122,321	\$ 134,520	\$ 127,024	\$ (7,496)	-5.57%
Directed Funding	-	-	-	-	-	-
Cemetery Trust	\$ 120,000	\$ 120,000	\$ 105,000	\$ 105,000	\$ -	0.00%
Revolving Funds	-	-	-	-	-	-
Burial Containers	\$ 37,300	\$ 26,538	\$ 40,000	\$ 40,000	\$ -	0.00%
Tree	\$ 4,470	\$ 24,999	\$ 25,000	\$ 45,000	\$ 20,000	80.00%
Total 3300 Public Grounds	\$ 1,446,102	\$ 1,609,483	\$ 1,783,430	\$ 1,827,309	\$ 43,878	2.46%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,102,691	\$ 1,163,819	\$ 1,310,005	\$ 1,307,104	\$ (2,902)	-0.22%
Expenses	\$ 343,411	\$ 445,664	\$ 473,425	\$ 520,205	\$ 46,780	9.88%
Total 3300 Public Grounds	\$ 1,446,102	\$ 1,609,483	\$ 1,783,430	\$ 1,827,309	\$ 43,878	2.46%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3310 Parks Division	\$ 872,716	\$ 1,009,264	\$ 1,038,652	\$ 1,053,859	\$ 15,207	1.46%
Total 3320 Forestry	\$ 276,822	\$ 289,385	\$ 410,852	\$ 432,943	\$ 22,091	5.38%
Total 3330 Cemetery	\$ 296,564	\$ 310,834	\$ 333,926	\$ 340,507	\$ 6,581	1.97%
Total 3300 Public Grounds	\$ 1,446,102	\$ 1,609,483	\$ 1,783,430	\$ 1,827,309	\$ 43,878	2.46%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 992,413	\$ 1,049,129	\$ 1,233,265	\$ 1,230,361	\$ (2,904)	-0.24%
Overtime	\$ 110,278	\$ 114,690	\$ 76,741	\$ 76,743	\$ 2	0.00%
Personal Services	\$ 1,102,691	\$ 1,163,819	\$ 1,310,005	\$ 1,307,104	\$ (2,902)	-0.22%
Contractual Services	\$ 159,490	\$ 202,147	\$ 257,250	\$ 262,530	\$ 5,280	2.05%
Utilities	\$ 12,605	\$ 31,504	\$ 18,675	\$ 38,675	\$ 20,000	107.10%
Supplies	\$ 146,634	\$ 189,431	\$ 189,800	\$ 211,300	\$ 21,500	11.33%
Small Capital	\$ 24,683	\$ 22,582	\$ 7,700	\$ 7,700	\$ -	0.00%
Expenses	\$ 343,411	\$ 445,664	\$ 473,425	\$ 520,205	\$ 46,780	9.88%
Total 3300 Public Grounds	\$ 1,446,102	\$ 1,609,483	\$ 1,783,430	\$ 1,827,309	\$ 43,878	2.46%

Appropriation Summary (General Fund Only)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,102,691	\$ 1,163,819	\$ 1,310,005	\$ 1,307,104	\$ (2,902)	-0.22%
Expenses	\$ 307,941	\$ 394,127	\$ 408,425	\$ 435,205	\$ 26,780	6.56%
Total 3300 Public Grounds	\$ 1,410,632	\$ 1,557,946	\$ 1,718,430	\$ 1,742,309	\$ 23,878	1.39%

Appropriation Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 35,470	\$ 51,537	\$ 65,000	\$ 85,000	\$ 20,000	30.77%
Total 3320 Forestry	\$ 9,577	\$ 24,999	\$ 25,000	\$ 45,000	\$ 20,000	80.00%
Total 3330 Cemetery	\$ 25,893	\$ 26,538	\$ 40,000	\$ 40,000	\$ -	0.00%
Total 3300 Public Grounds	\$ 35,470	\$ 51,537	\$ 65,000	\$ 85,000	\$ 20,000	30.77%

3400 Environmental Services*Town of Lexington, Massachusetts*

Mission: The Environmental Services Division manages the solid waste, recyclables, yard waste and household hazardous products generated by the residents and at municipal facilities. The Division also provides educational materials on ways to reduce the solid waste, increase recycling and composting, and reduce the toxicity of the waste stream.

Budget Overview: The Environmental Services Division includes Refuse Collection and Disposal, Recycling, Yard Waste and Appliance/Electronic Waste.

Refuse collection is the curbside collection of non-recyclable residential solid waste and the separate collection of large appliances and yard waste. Recycling is the curbside collection of recyclable products, management of yard waste operations at the Hartwell Avenue Compost Facility, operation of the Minuteman Household Hazardous Products regional facility and curbside collection of televisions, computer monitors and other electronics (CRT's) and drop off of corrugated cardboard.

FY2016 is the fourth year of a five year contract with JRM Hauling and Recycling Inc. The total refuse and recycling contract was \$1,460,000 in FY2013, \$1,489,000 in FY2014 and \$1,518,984 in FY2015. In FY2016, Curbside refuse collection will increase \$15,592, or 2%.

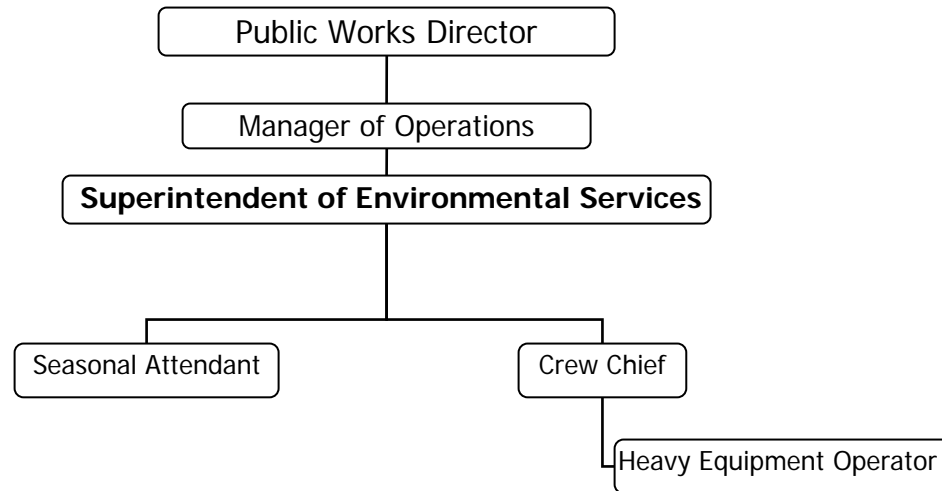
The Town is currently under contract with Wheelabrator in North Andover through June 30, 2020.

Division Initiatives:

1. Continue to oversee enforcement of mandatory recycling by-law and State waste ban regulations implemented by curbside collection vendor.
2. Review current Landscape contractor yard waste disposal permit program.
3. Participate in Solar RFP process to potentially site solar panels at Hartwell Avenue.
4. Examine recycling opportunities for the Lexington Business community.
5. Continue to explore future alternative disposal options for municipal solid waste.

3400 Environmental Services

Program: Public Works
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Element 3420: Recycling (Compost Facility)				
Superintendent of Environmental Services	1	1	1	1
Crew Chief	1	1	1	1
Heavy Equipment Operator**	1	1	1	1
Seasonal Heavy Equipment Operator			0.5	0.5
Seasonal Attendant	0.7	0.7	0.7	0.7
sub-total FTE	3.7	3.7	4.2	4.2
sub-total FT/PT	2 FT/1 PT*	3 FT/1 PT*	3 FT/1 PT*	3 FT/1 PT*
Total FTE	3.7	3.7	4.2	4.2
Total Full/Part Time	2 FT/1 PT	3 FT/1 PT	3 FT/1 PT	3 FT/1 PT

**Additional appropriation in FY13

3400 Environmental Services*Town of Lexington, Massachusetts***Budget Recommendations:**

The FY2016 recommended All Funds Environmental Services budget inclusive of the General Fund operating budgets for the Refuse Collection, Recycling and Refuse Disposal divisions and the Compost Operations and Minuteman Household Hazardous Waste Program Revolving Funds is \$2,954,099. The recommended budget is a \$28,834, or 0.97% decrease over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The combined Refuse Collection, Recycling and Refuse Disposal FY2016 recommended General Fund operating budget is \$2,239,177, which is a \$68,766, or 2.98% decrease from the restated FY2015 General Fund budget.

There is no combined Refuse Collection, Recycling and Refuse Disposal General Fund operating budget for Compensation as all staff is funded within the Compost Operations Revolving Fund budget.

The combined Refuse Collection, Recycling and Refuse Disposal General Fund operating budget for Expenses is \$2,239,177 and reflects a \$68,776, or 2.98% decrease. The Refuse Collection expense budget is recommended at \$795,153 an increase of \$15,592, or 2.0% and is attributable to the cost escalator in the Town's contract for refuse collection with JRM. The Recycling expense budget is recommended at \$871,024 an increase of \$16,032, or 1.88% to cover projected increases in the cost of curbside collection of paper & cardboard, containers, 24 curbside yard waste collections, appliances, large scrap metal items, and electronic waste. The Refuse Disposal expense budget is recommended at \$573,000, a decrease of \$100,400, or 14.91% attributable to a 14.9%, or \$11 decrease in the Town's tipping fee per ton. Total refuse disposal tonnage for FY16 is projected to be 9,100 tons.

The FY16 revolving fund budgets are recommended at \$714,922, a \$39,942, or 5.92% increase. Minuteman Household Hazardous Waste Program Revolving Fund is level-funded at \$180,000. The Compost Operations Revolving Fund is recommended at \$534,922, a \$39,942, or 8.07% increase which reflects a \$5,311 increase in compensation, a \$10,400 increase in expenses driven primarily by increased costs of screening compost. In addition, debt service is increasing by \$23,694 to reflect the projected cost of short-term financing and long-term debt issuance costs of a loader and windrow turner recommended in the FY16 capital budget.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	(to be budgeted under Shared Expenses)	Total	
Heavy Equipment Operator at Compost Facility: Part-time to Full time ¹	\$ 19,600	\$ 14,911	\$ 34,511	TBD	TBD	TBD	\$ -

¹ If approved, funding will be from the Compost revolving Fund.

3400 Environmental Services

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,118,759	\$ 2,158,835	\$ 2,307,953	\$ 2,239,177	\$ (68,776)	-2.98%
Revolving Funds	-	-	-	-	-	-
Compost Operations	\$ 361,952	\$ 445,925	\$ 494,980	\$ 534,922	\$ 39,942	8.07%
MHHP Operations	\$ 120,356	\$ 145,727	\$ 180,000	\$ 180,000	\$ -	0.00%
Total 3400 Enviromental Services	\$ 2,601,067	\$ 2,750,487	\$ 2,982,933	\$ 2,954,099	\$ (28,834)	-0.97%

Appropriation Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Expenses	\$ 2,312,389	\$ 2,417,543	\$ 2,639,403	\$ 2,581,027	\$ (58,376)	-2.21%
Benefits	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Debt Service (Revolving Fund)	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3400 Enviromental Services	\$ 2,601,067	\$ 2,750,487	\$ 2,982,933	\$ 2,954,099	\$ (28,834)	-0.97%

Program Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3410 Refuse Collection	\$ 749,290	\$ 764,603	\$ 779,561	\$ 795,153	\$ 15,592	2.00%
Total 3420 Recycling	\$ 1,284,292	\$ 1,391,711	\$ 1,529,972	\$ 1,585,946	\$ 55,974	3.66%
Total 3420 Refuse Disposal	\$ 567,485	\$ 594,174	\$ 673,400	\$ 573,000	\$ (100,400)	-14.91%
Total 3400 Enviromental Services	\$ 2,601,067	\$ 2,750,487	\$ 2,982,933	\$ 2,954,099	\$ (28,834)	-0.97%

Object Code Summary (All Funds)	FY2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 178,158	\$ 187,383	\$ 225,773	\$ 230,559	\$ 4,786	2.12%
Overtime	\$ 26,025	\$ 19,548	\$ 21,000	\$ 21,525	\$ 525	2.50%
Personal Services	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Contractual Services	\$ 2,284,155	\$ 2,385,953	\$ 2,603,653	\$ 2,544,877	\$ (58,776)	-2.26%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 28,234	\$ 31,590	\$ 35,750	\$ 36,150	\$ 400	1.12%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 2,312,389	\$ 2,417,543	\$ 2,639,403	\$ 2,581,027	\$ (58,376)	-2.21%
Benefits	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Debt	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3400 Enviromental Services	\$ 2,601,067	\$ 2,750,487	\$ 2,982,933	\$ 2,954,099	\$ (28,834)	-0.97%

Appropriation Summary (General Fund Only)	FY2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Expenses	\$ 2,118,759	\$ 2,158,835	\$ 2,307,953	\$ 2,239,177	\$ (68,776)	-2.98%
Total 3400 Enviromental Services	\$ 2,118,759	\$ 2,158,835	\$ 2,307,953	\$ 2,239,177	\$ (68,776)	-2.98%

Appropriation Summary (Non-General Fund)	FY2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Total 3420 Recycling	\$ 204,184	\$ 206,931	\$ 246,773	\$ 252,084	\$ 5,311	2.15%
Expenses	\$ 193,630	\$ 258,708	\$ 331,450	\$ 341,850	\$ 10,400	3.14%
Total 3420 Recycling: Compost Operations	\$ 73,274	\$ 112,981	\$ 151,450	\$ 161,850	\$ 10,400	6.87%
Total 3420 Recycling: MMHP	\$ 120,356	\$ 145,727	\$ 180,000	\$ 180,000	\$ -	0.00%
Benefits	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Total 3420 Recycling	\$ 41,089	\$ 42,614	\$ 56,557	\$ 57,094	\$ 537	0.95%
Debt	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3420 Recycling	\$ 43,405	\$ 83,400	\$ 40,200	\$ 63,894	\$ 23,694	58.94%
Total 3400 Enviromental Services	\$ 482,308	\$ 591,652	\$ 674,980	\$ 714,922	\$ 39,942	5.92%

3600 Water Enterprise

Town of Lexington, Massachusetts

Mission: The Water/Sewer Division provides safe drinking water by regular monitoring and testing of water and maintaining and improving the water system infrastructure.

Budget Overview: The Water Division budget is comprised of Water Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

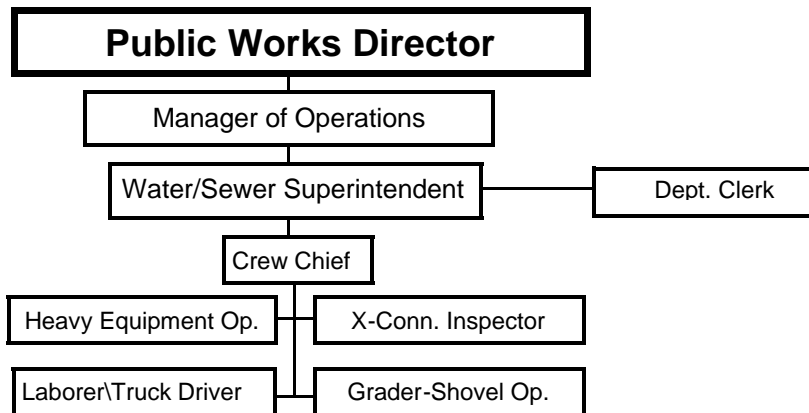
The Water Operations maintains and repairs the water system that delivers water to Lexington homes and businesses through 154 miles of water mains, 1500 fire hydrants and two water towers that store 3.24 million gallons of water. The Town has a three-block inclining rate structure to encourage water conservation. As a customer uses more water, the water rate for the additional units increases. Customers are billed twice per year. The Town also sells water to the Town of Bedford at the MWRA wholesale rate plus an administrative fee.

The MWRA provides water to Lexington and greater Boston.

Indirect support from the General Fund reflects Water Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Water Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer.

Departmental Initiatives:

1. Continue with the Hydrant Maintenance Program.
2. Continue seeking out the last 2 percent of meters that have not been changed out.
3. Implement a backflow/cross connection program.
4. Reduce the amount of Pit Meters in Town and change out the manual reads on the ones that cannot be eliminated.
5. Continue to update all the water connection "paper tie cards" for GIS implementation.



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	2	2	2	2
Grader-Shovel Operator	1	1	1	1
Leadman/Cross Connector Inspector	2	2	2	2
Heavy Equipment Operator	4	4	4	4
Laborer-Truck Driver	0	1	1	1
Department Clerk	0.2	0.2	0.2	0.2
Meter Reader/Laborer	1	0	0	0
Total FTE	10.7	10.7	10.7	10.7
Total Full/Part Time	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT	10 FT/2 PT

Budget Recommendations:

The FY2016 recommended Water operating budget is \$10,094,334, inclusive of indirect costs. The recommended budget is a \$823,864, or 8.88% increase over the FY2015 budget.

The budget for Compensation is \$695,679, and reflects a \$21,068, or 3.12% increase, which is attributable to increases for the cost of prospective step increases and increases attributable to prospective cost-of-living adjustments.

The budget for Expenses is \$389,400 which is unchanged from the FY15 budget.

Debt service is recommended to increase by \$35,885 or 2.60%, to continue to finance infrastructure improvements.

The MWRA's Preliminary Assessment for Lexington is \$6,695,144 which is a \$657,172, or 10.88% increase from FY15.

Indirect payments to the General Fund to cover costs incurred by the General Fund in support of water operations are projected at \$898,614, an increase of \$109,339, or 13.85%, and is driven in part by an increase of approximately \$65,000 in costs incurred by the DPW Highway Division for construction-related services.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3600 Water Enterprise

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ -	\$ -	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Retained Earnings	\$ 350,000	\$ 500,000	\$ 500,000	\$ 200,000	\$ (300,000)	0.00%
User Charges	\$ 8,488,558	\$ 8,971,238	\$ 8,481,881	\$ 9,605,344	\$ 1,123,463	13.25%
Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 7,543	\$ 7,676	\$ 7,500	\$ 7,500	\$ -	0.00%
Fees & Charges	\$ 447,137	\$ 293,335	\$ 281,500	\$ 281,500	\$ -	0.00%
Total 3600 Water Enterprise	\$ 9,293,238	\$ 9,772,249	\$ 9,270,881	\$ 10,094,344	\$ 823,463	8.88%

Appropriation Summary	FY2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 592,228	\$ 626,677	\$ 674,611	\$ 695,679	\$ 21,068	3.12%
Expenses	\$ 336,857	\$ 395,016	\$ 389,400	\$ 389,400	\$ -	0.00%
Debt	\$ 1,249,336	\$ 1,258,627	\$ 1,379,622	\$ 1,415,508	\$ 35,885	2.60%
MWRA	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 6,695,144	\$ 657,172	10.88%
Indirects	\$ 704,624	\$ 665,848	\$ 789,275	\$ 898,614	\$ 109,339	13.85%
Total 3600 Water Enterprise	\$ 8,028,972	\$ 8,501,234	\$ 9,270,881	\$ 10,094,344	\$ 823,464	8.88%

Program Summary	FY2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3610 Water Operations	\$ 2,178,421	\$ 2,280,321	\$ 2,443,634	\$ 2,500,586	\$ 56,953	2.33%
Total 3620 MWRA	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 6,695,144	\$ 657,172	10.88%
Indirects	\$ 704,624	\$ 665,848	\$ 789,275	\$ 898,614	\$ 109,339	13.85%
Total 3600 Water Enterprise	\$ 8,028,972	\$ 8,501,234	\$ 9,270,881	\$ 10,094,344	\$ 823,464	8.88%

Object Code Summary	FY2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 490,079	\$ 498,974	\$ 531,598	\$ 554,783	\$ 23,185	4.36%
Overtime	\$ 102,149	\$ 127,704	\$ 143,013	\$ 140,896	\$ (2,117)	-1.48%
Personal Services	\$ 592,228	\$ 626,677	\$ 674,611	\$ 695,679	\$ 21,068	3.12%
Contractual Services	\$ 152,244	\$ 120,239	\$ 188,900	\$ 188,900	\$ -	0.00%
Utilities	\$ 6,140	\$ 10,993	\$ 5,500	\$ 5,500	\$ -	0.00%
Supplies	\$ 162,556	\$ 251,794	\$ 161,000	\$ 161,000	\$ -	0.00%
Small Capital	\$ 15,916	\$ 11,990	\$ 34,000	\$ 34,000	\$ -	0.00%
Expenses	\$ 336,857	\$ 395,016	\$ 389,400	\$ 389,400	\$ -	0.00%
Debt	\$ 1,249,336	\$ 1,258,627	\$ 1,379,622	\$ 1,415,508	\$ 35,885	2.60%
MWRA	\$ 5,145,927	\$ 5,555,065	\$ 6,037,972	\$ 6,695,144	\$ 657,172	10.88%
Indirects	\$ 704,624	\$ 665,848	\$ 789,275	\$ 898,614	\$ 109,339	13.85%
Total 3600 Water Enterprise	\$ 8,028,972	\$ 8,501,234	\$ 9,270,881	\$ 10,094,344	\$ 823,464	8.88%

3700 Sewer Enterprise

Town of Lexington, Massachusetts

Mission: The Sewer Division ensures the proper and safe discharge of wastewater through the operation of pumping stations and by maintaining and improving the wastewater system infrastructure.

Budget Overview: The Sewer Division budget is comprised of Wastewater Operations, Massachusetts Water Resources Authority (MWRA) purchases and indirect support from the General Fund.

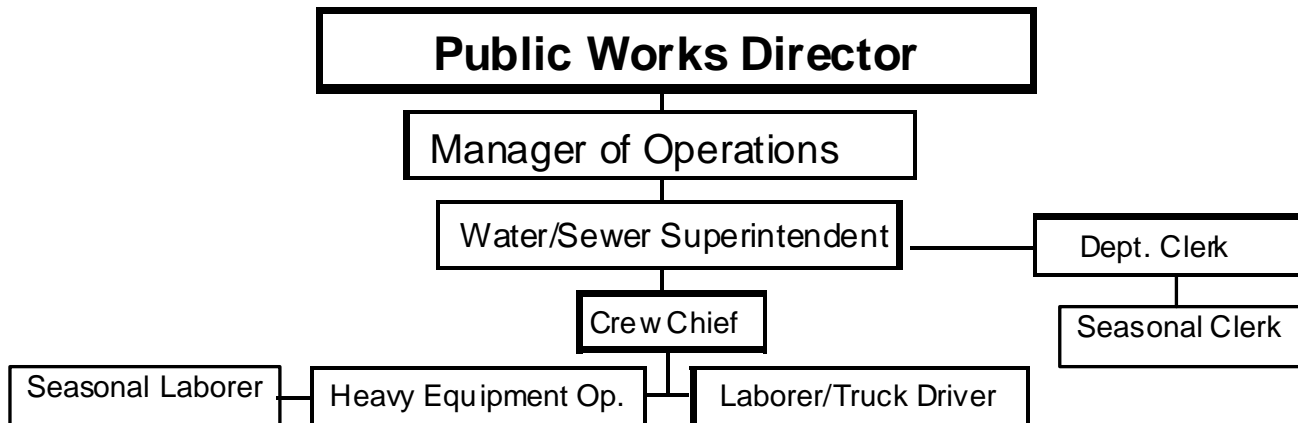
The Sewer Division maintains the wastewater system that serves 99 percent of Town residences and businesses through 34 miles of trunk lines, 119 miles of street lines and 9,524 service connections. There are also ten sewage-pumping stations operated by the Sewer Division. The Town has a three-block inclining rate structure to encourage conservation. Customer sewer usage is determined based on water usage over the same period.

The MWRA provides wastewater treatment to Lexington and greater Boston at the Deer Island treatment facility.

Indirect support from the General Fund reflects Wastewater Enterprise Fund expenses (benefits, insurance, engineering support) that are appropriated in the General Fund. The Wastewater Enterprise Fund, therefore, reimburses the General Fund for these expenses through an indirect cost transfer.

Departmental Initiatives:

1. Continue the rehab of all sewer pump stations bringing them to OSHA standards.
2. Continue the pipe flushing program and root removal in all problem areas.
3. Continue to educate the public as to the costs and problems created by Inflow & Infiltration.



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY2015 Budget	FY2016 Request
Supt of Water & Sewer	0.5	0.5	0.5	0.5
Crew Chief	1	1	1	1
Heavy Equipment Operator	2	2	2	2
Department Clerk	0.2	0.2	0.2	0.2
Seasonal Clerk	0.4	0.4	0.4	0.4
Seasonal Laborer	0.3	0.3	0.3	0.3
Total FTE	4.4	4.4	4.4	4.4
Total Full/Part Time	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT	3 FT/4 PT
<u>Explanatory Notes:</u> Seasonal Clerk works out of the Engineering Office but is funded by Sewer Enterprise.				

3700 Sewer Enterprise

Program: Public Works
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended Sewer operating budget, inclusive of indirect costs, is \$9,103,316, a \$414,031, or 4.35% decrease over the FY2015 budget.

The budget for Compensation is \$296,917, and reflects a \$5,443, or 1.8% decrease, which is a net change attributable to increases for the cost of prospective step increases, increases attributable to prospective cost-of-living adjustments, and replacement of staff at lower steps.

The budget for Expenses is \$345,650 which is unchanged from the FY15 budget.

Debt service is recommended to decrease by \$280,164 or 22.95%, as debt is retired.

The MWRA's Preliminary Assessment for Lexington is \$7,041,716 which is a \$142,019, or 1.98% decrease from FY15.

Indirect payments to the General Fund for those costs borne by the General Fund in support of sewer operations are projected at \$478,354, an increase of \$13,324, or 2.87%.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

3700 Sewer Enterprise

Program: Public Works
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	-	-	-	-	-	-
Enterprise Funds	-	-	-	-	-	-
Retained Earnings	\$ 150,000	\$ 100,000	\$ 50,000	\$ -	\$ (50,000)	-100.00%
User Charges	\$ 9,204,357	\$ 9,449,498	\$ 9,126,551	\$ 8,762,116	\$ (364,434)	-3.99%
Connection Fees	\$ 4,194	\$ 3,334	\$ 4,194	\$ 4,200	\$ 6	0.14%
Investment Income	\$ 4,224	\$ 7,056	\$ 4,224	\$ 7,000	\$ 2,776	65.72%
Fees & Charges	\$ 332,649	\$ 541,778	\$ 332,649	\$ 330,000	\$ (2,649)	-0.80%
Total 3700 Sewer Enterprise	\$ 9,695,424	\$ 10,101,666	\$ 9,517,618	\$ 9,103,316	\$ (414,301)	-4.35%

Appropriation Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 203,310	\$ 174,223	\$ 302,360	\$ 296,917	\$ (5,443)	-1.80%
Expenses	\$ 334,019	\$ 336,397	\$ 345,650	\$ 345,650	\$ -	0.00%
Debt	\$ 927,193	\$ 1,112,818	\$ 1,220,843	\$ 940,679	\$ (280,164)	-22.95%
MWRA	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 7,041,716	\$ (142,019)	-1.98%
Indirects	\$ 623,444	\$ 450,116	\$ 465,030	\$ 478,354	\$ 13,324	2.87%
Total 3700 Sewer Enterprise	\$ 9,042,143	\$ 9,087,854	\$ 9,517,618	\$ 9,103,316	\$ (414,301)	-4.35%

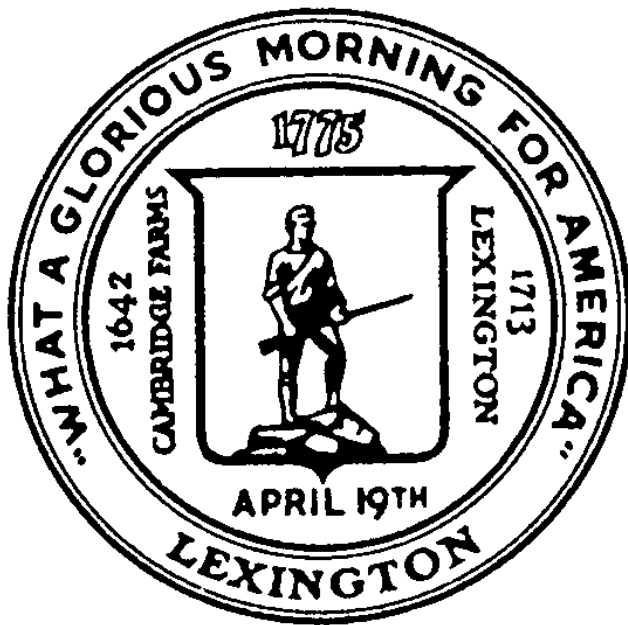
Program Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 3710 Sewer Enterprise	\$ 1,464,522	\$ 1,623,438	\$ 1,868,853	\$ 1,583,246	\$ (285,607)	-15.28%
Total 3720 MWRA	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 7,041,716	\$ (142,019)	-1.98%
Indirects	\$ 623,444	\$ 450,116	\$ 465,030	\$ 478,354	\$ 13,324	2.87%
Total 3700 Sewer Enterprise	\$ 9,042,143	\$ 9,087,854	\$ 9,517,618	\$ 9,103,316	\$ (414,301)	-4.35%

Object Code Summary	FY2013 Actual	FY2014 Actual	FY2015 Appropriated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 169,781	\$ 142,464	\$ 237,731	\$ 231,972	\$ (5,758)	-2.42%
Overtime	\$ 33,530	\$ 31,760	\$ 64,629	\$ 64,944	\$ 315	0.49%
Personal Services	\$ 203,310	\$ 174,223	\$ 302,360	\$ 296,917	\$ (5,443)	-1.80%
Contractual Services	\$ 148,825	\$ 99,058	\$ 144,900	\$ 144,900	\$ -	0.00%
Utilities	\$ 110,101	\$ 100,975	\$ 119,500	\$ 119,500	\$ -	0.00%
Supplies	\$ 62,972	\$ 124,979	\$ 67,750	\$ 67,750	\$ -	0.00%
Small Capital	\$ 12,121	\$ 11,385	\$ 13,500	\$ 13,500	\$ -	0.00%
Expenses	\$ 334,019	\$ 336,397	\$ 345,650	\$ 345,650	\$ -	0.00%
Debt	\$ 927,193	\$ 1,112,818	\$ 1,220,843	\$ 940,679	\$ (280,164)	-22.95%
MWRA	\$ 6,954,177	\$ 7,014,300	\$ 7,183,735	\$ 7,041,716	\$ (142,019)	-1.98%
Indirects	\$ 623,444	\$ 450,116	\$ 465,030	\$ 478,354	\$ 13,324	2.87%
Total 3700 Sewer Enterprise	\$ 9,042,143	\$ 9,087,854	\$ 9,517,618	\$ 9,103,316	\$ (414,301)	-4.35%

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Section VI: Public Safety

Program 4000



Law Enforcement
Fire & Rescue

Section VI: Program 4000: Public Safety

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for public safety. It includes:

- 4100 Law Enforcement VI-2
- 4200 Fire & Rescue VI-7

4100 Law Enforcement

Town of Lexington, Massachusetts

Mission: The Lexington Police Department provides public safety services to enhance the quality of life in Lexington. A team of dedicated police officers, detectives, dispatchers and support staff work in a coordinated manner to effectively intervene in emergencies, promote traffic safety, suppress crime, reduce fear and deliver services to the community through a variety of prevention, problem solving and law enforcement programs.

Budget Overview: The Police Department is comprised of seven divisions: Administration, Patrol and Enforcement, Traffic Bureau, Investigations, Dispatch, Animal Control and Crossing Guards. In FY2014, the Police Department responded to 15,549 calls for service with 604 crimes investigated.

The Administration division is comprised of 11 full-time and 2 part-time employees including: the Chief and two Captains who oversee administrative and operational functions including budget, planning, training, personnel administration, public affairs and policy development; four Lieutenants who each lead a workgroup consisting of patrol officers, dispatchers and a Sergeant providing 24/7 policing services; an administrative Sergeant (a new position in FY2014) who tends to the accreditation program as well as detail assignments and event planning; an office manager and clerk who handle records management, accounting and payroll; 2 cadets who provide administrative support; and a mechanic who purchases, equips and maintains the vehicle fleet and other specialized equipment.

The Patrol and Enforcement division is comprised of 33 officers (28 patrol officers and five sergeants) responsible for responding to a variety of critical front-line services 24/7 including intervening in emergencies, promoting crime prevention and traffic safety as well as suppressing crime.

The Traffic Bureau has one supervisor who oversees the Parking Enforcement Officer (PEO), one account clerk and eight parking lot attendants. Meter and parking enforcement in Lexington Center is done by the PEO while the parking lot attendants manage the public/permit parking lot on Meriam Street. The Traffic Bureau supervisor also manages the school crossing guard program.

The Investigations division is supervised by a Detective Lieutenant, assisted by the Sergeant Prosecutor, who oversees six detectives responsible for investigation and prevention including: two major case detectives, a family services detective, a narcotics/vice investigator, a Community Resource Officer (CRO) and a School Resource Officer (SRO).

The Dispatch division is comprised of nine civilian dispatchers responsible for directing the proper resources to over 15,500 service calls that require a police, fire or medical unit response; in FY2014 they answered 7,200 9-1-1 calls and almost 31,000 telephone calls.

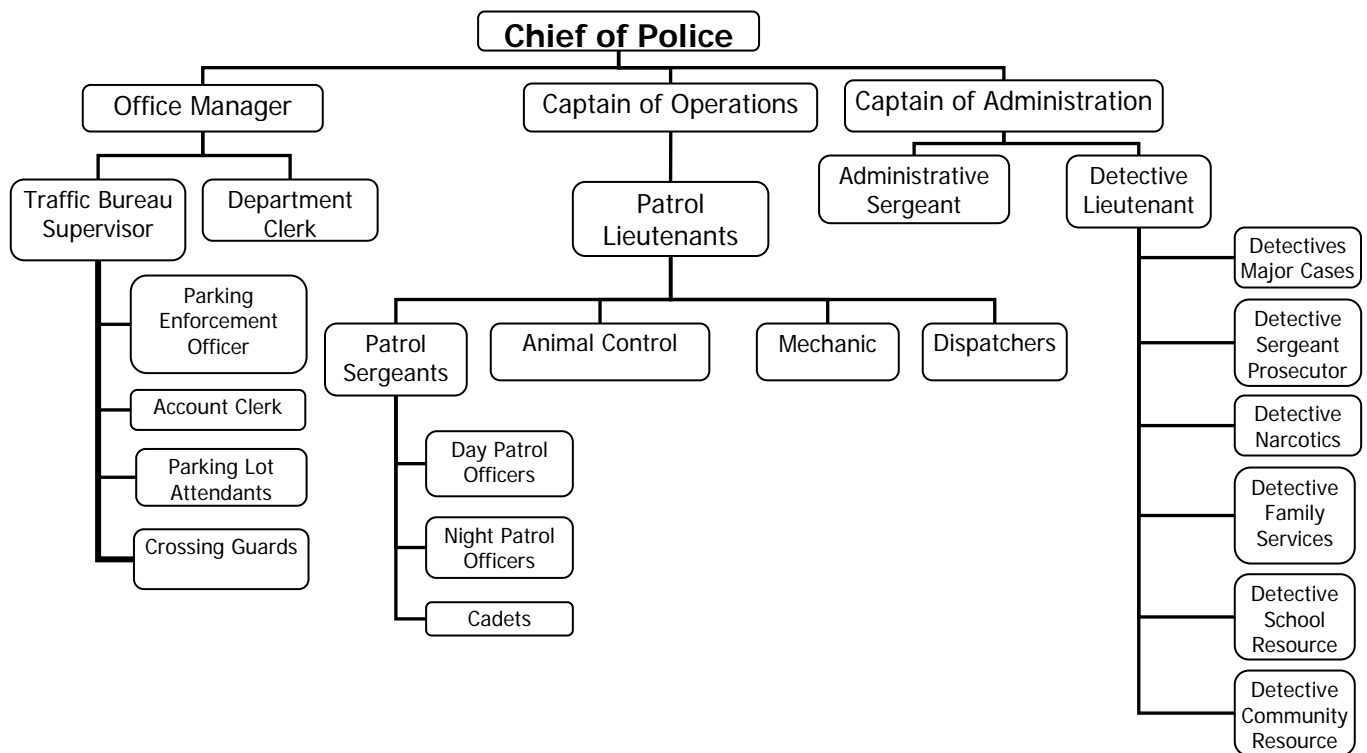
The Animal Control division, working in collaboration with the Health Department, is comprised of one part-time civilian animal control officer (ACO) responsible for regulations governing the ownership, health and wellbeing of animals in the community, including 2300 dogs. The ACO also manages the Animal Shelter.

The School Crossing guard program has 16 part-time civilian members who cover 14 school crossings during the school year.

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Departmental Initiatives:

1. Advance the Department's Accreditation Certification to full Accreditation by January 2016.
2. Provide succession training to middle managers given the probable retirement of two Captains in 2015-2016.
3. Assist the Board of Selectmen with planning, budgeting and constructing a new police station and improvements to Hartwell Avenue outdoor firing range.
4. Identify a Police / Fire / Emergency Dispatching software suitable for Town needs from 2015-2030.



4100 Law Enforcement

Program: Public Safety
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Chief	1	1	1	1
Captain of Operations	1	1	1	1
Captain of Administration	1	1	1	1
Administrative Sergeant	0	1	1	1
Lieutenants (Patrol)	4	4	4	4
Sergeants (Patrol)	5	5	5	5
Police Officers	29	28	28	28
Lieutenant (Detective)	1	1	1	1
Sergeant (Detective-Prosecutor)	1	1	1	1
Detectives; Major Case	2	2	2	2
Family Services Detective	1	1	1	1
School Resource Officer	1	1	1	1
Community Resource Officer	0	1	1	1
Narcotics/Vice Detective	1	1	1	1
Cadets	1.03	1.03	1.03	2.06
Parking Enforcement Officer	1	1	1	1
Dispatcher	9	9	9	9
Office Manager	1	1	1	1
Traffic Bureau Supervisor	1	1	1	1
Department Clerk	1	1	1	1
Department Account Clerk	1	1	1	1
Mechanic	1	1	1	1
Animal Control - 1 part-time	0.54	0.54	0.54	0.54
Parking Lot Attendants - 8 part-time	3.1	3.1	3.1	3.1
Crossing Guards - 16 part-time	3.43	3.43	3.43	3.43
FTE Total	71.1	72.1	72.1	73.13
	48 Officers	49 Officers	49 Officers	49 Officers
FT - PT Total	63FT/27PT	64FT/27PT	64FT/27PT	64FT/29PT

Overall staff changes from FY2011 to FY2015:

FY 11 - Minuteman Technical High School eliminates funding for a School Resource Officer

FY 12 - Sept 2011, Transportation reorganization moves Parking program to Police Department; Traffic Bureau established one PT position eliminated and replaced with FT Bureau Supervisor; 8 PT parking lot attendants transferred to the Police Department from DPW

FY 14 - New Administrative Sergeant position funded; Middle School SRO replaced with Community Resource Officer

FY 16 - Cadets increased from 2 to 4 in FY2016. Cadets work 18 hours per week.

Budget Recommendations:

The FY2016 recommended Police Department budget is \$6,501,856, a \$169,469, or 2.68% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The budget for Compensation is \$5,680,587, and reflects a \$108,900, or 1.95% increase, which is a net change attributable to the cost of prospective step increases, the decreases in salaries due to the hiring of entry level patrolmen to replace veteran officers, and recommended funding for 2 new police cadet positions and partial funding for one new patrol position (the remaining funding to come from the management of the total departmental compensation budget). FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$821,269 and reflects a \$60,569, or 7.96% increase which is a net change driven by inflationary increases, a program improvement of \$46,000 for a half a year of support costs for the Traffic Bureau division for a new parking meter system proposed in the FY16 capital budget, and two program improvements for the Patrol Division - \$10,400 for high visibility shirts for traffic officers and \$3,818 for driver license scanners for police cruisers. These increases are offset by one-time FY15 expenditures not recurring in FY16.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Two Police Cadet Positions	\$ 25,403	\$ -	\$ 25,403	\$ 25,403	\$ -	\$ 25,403	\$-
High Visibility Shirts for Traffic Officers	\$ 10,400		\$ 10,400	\$ 10,400	\$ -	\$ 10,400	\$-
Driver License Scanners for Mobile Data Terminals	\$ 3,818		\$ 3,818	\$ 3,818	\$ -	\$ 3,818	\$-
One Patrol Officer	\$ 72,008	\$ 16,165	\$ 88,173	\$ 20,000	\$ -	\$ 20,000	\$ 68,173
New Parking Meter System - Support and Maintenance ¹	\$ -	\$ 46,000	\$ 46,000	\$ 46,000	\$ -	\$ 46,000	\$ -

¹Funded from Parking Meter Fund

4100 Law Enforcement

Program: Public Safety
Town of Lexington, Massachusetts

Budget Summary

Funding Sources (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 5,374,565	\$ 5,615,358	\$ 5,884,619	\$ 5,984,779	\$ 100,161	1.70%
Fees & Charges	-	-	-	-	-	-
Fees	\$ 95,681	\$ 83,329	\$ 73,842	\$ 75,809	\$ 1,967	2.66%
Fines & Forfeitures	\$ 120,898	\$ 141,422	\$ 109,000	\$ 115,424	\$ 6,424	5.89%
Licenses & Permits	\$ 4,125	\$ 3,700	\$ 2,000	\$ 2,918	\$ 918	45.88%
State Education Incentive Reimbursemen	\$ -	\$ -	\$ -	\$ -	\$ -	-
Parking Meter Fund*	\$ 367,304	\$ 327,220	\$ 262,926	\$ 322,926	\$ 60,000	22.82%
Total 4100 Law Enforcement	\$ 5,962,573	\$ 6,171,028	\$ 6,332,387	\$ 6,501,856	\$ 169,469	2.68%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,315,329	\$ 5,481,197	\$ 5,571,687	\$ 5,680,587	\$ 108,900	1.95%
Expenses	\$ 647,244	\$ 689,831	\$ 760,700	\$ 821,269	\$ 60,569	7.96%
Total 4100 Law Enforcement	\$ 5,962,573	\$ 6,171,028	\$ 6,332,387	\$ 6,501,856	\$ 169,469	2.68%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 4110 Police Administration	\$ 1,232,117	\$ 1,215,805	\$ 1,292,858	\$ 1,313,544	\$ 20,686	1.60%
Total 4120 Patrol & Enforcement	\$ 3,082,838	\$ 3,115,541	\$ 3,266,011	\$ 3,241,418	\$ (24,593)	-0.75%
Total 4130 Traffic Bureau	\$ 266,930	\$ 304,806	\$ 311,344	\$ 374,453	\$ 63,109	20.27%
Total 4140 Investigations	\$ 653,442	\$ 757,596	\$ 660,686	\$ 717,560	\$ 56,874	8.61%
Total 4150 Dispatch	\$ 553,393	\$ 598,205	\$ 615,174	\$ 664,845	\$ 49,671	8.07%
Total 4160 Animal Control	\$ 32,579	\$ 35,321	\$ 39,763	\$ 40,706	\$ 943	2.37%
Total 4170 Crossing Guards	\$ 141,273	\$ 143,756	\$ 146,550	\$ 149,329	\$ 2,778	1.90%
Total 4100 Law Enforcement	\$ 5,962,573	\$ 6,171,028	\$ 6,332,387	\$ 6,501,856	\$ 169,469	2.68%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,579,813	\$ 4,704,023	\$ 4,866,467	\$ 4,968,544	\$ 102,077	2.10%
Overtime	\$ 735,516	\$ 777,174	\$ 705,220	\$ 712,043	\$ 6,823	0.97%
Personal Services	\$ 5,315,329	\$ 5,481,197	\$ 5,571,687	\$ 5,680,587	\$ 108,900	1.95%
Contractual Services	\$ 166,701	\$ 226,237	\$ 205,819	\$ 263,800	\$ 57,981	28.17%
Utilities	\$ 122,281	\$ 135,823	\$ 136,881	\$ 138,007	\$ 1,126	0.82%
Supplies	\$ 157,728	\$ 152,657	\$ 196,111	\$ 196,750	\$ 639	0.33%
Small Capital	\$ 200,533	\$ 175,114	\$ 221,889	\$ 222,712	\$ 823	0.37%
Expenses	\$ 647,244	\$ 689,831	\$ 760,700	\$ 821,269	\$ 60,569	7.96%
Total 4100 Law Enforcement	\$ 5,962,573	\$ 6,171,028	\$ 6,332,387	\$ 6,501,856	\$ 169,469	2.68%

*The revenue from the Parking Meter Fund includes parking permits, fees from the Depot Square lot, and meter revenue.

4200 Fire & Rescue

Mission: The Lexington Fire & Rescue Department is an all hazards department that protects the people, homes, and businesses in our community from fire, medical emergencies, hazardous material incidents, and natural disasters. This is accomplished through public education, safety code management, and emergency response.

Budget Overview: The Fire & Rescue Department is comprised of five divisions: Administration, Fire Prevention, Fire Suppression, Emergency Medical Services and Emergency Management.

The Administration division is responsible for developing policies and procedures, training, inventory control, financial and budgetary oversight and managing the day-to-day operations of the Department.

The Fire Prevention division is responsible for fire code enforcement activities, public education, plan review, permit application and approval, flammable/combustible liquid storage approval and regulatory enforcement of blasting applications and permits.

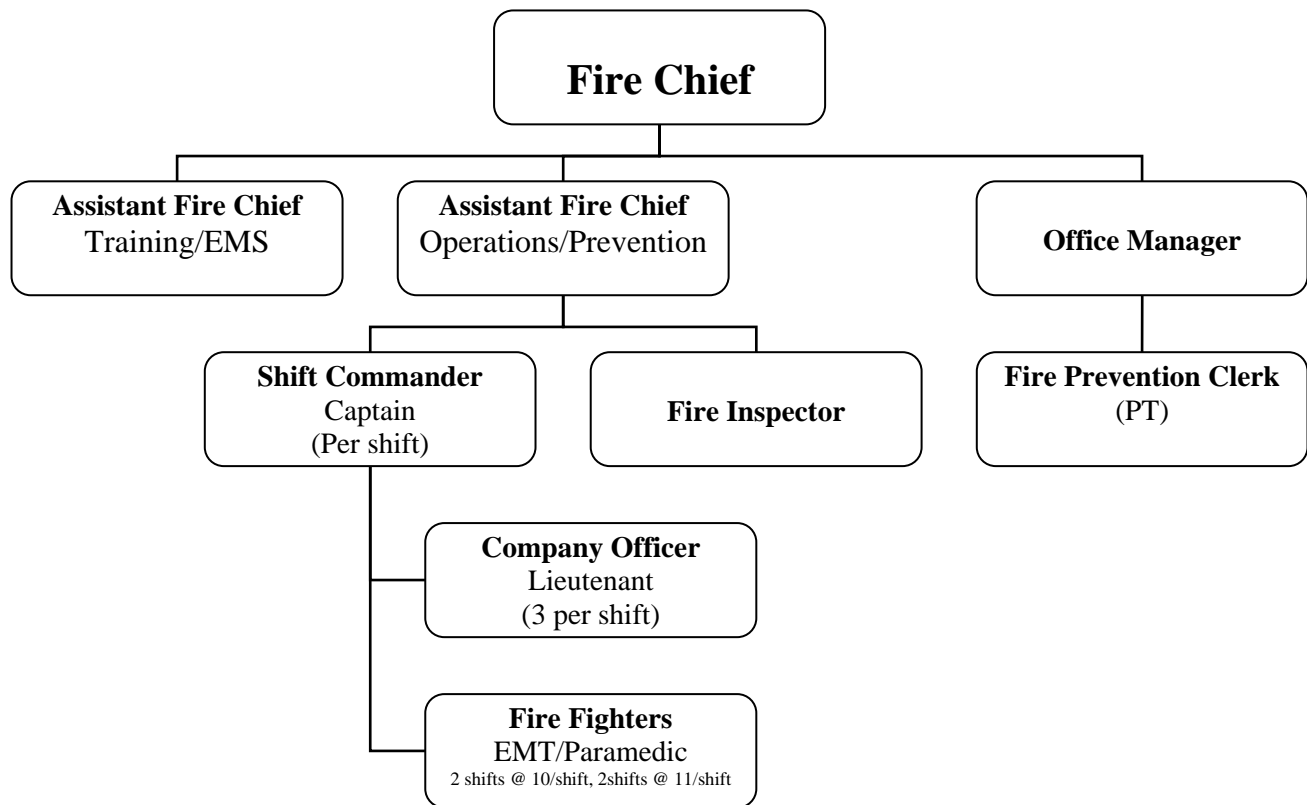
The Fire Suppression division is staffed 24/7, operating out of two stations and responding to emergency calls including: fire suppression, motor vehicle accidents, medical emergencies, hazardous material responses, and other emergency incidents.

The Emergency Medical Services division operates in conjunction with the Fire Suppression division, staffing one ambulance 24/7 at the Advanced Life Support (ALS) level, and a second ambulance operating at the ALS level—Monday through Friday, 8:00 am to 6:00 pm—and available other hours through cross-staffing when the ladder truck is in quarters. These vehicles respond annually to over 2,500 calls for assistance. An increase in the number of hours the second ambulance is staffed in FY16 is proposed in this budget.

The Emergency Management division is responsible for communications with FEMA and MEMA as well as reviewing and commenting on numerous Town-wide emergency operation plans. The Chief serves as the Emergency Management Director and the department's administrative staff serves as support to this division.

Departmental Initiatives:

1. Identify suitable location for a new fire headquarters.
2. In conjunction with the police department, identify new public safety dispatch and records software.
3. Continue to improve the "in-house" training program by expanding to evening training sessions.
4. Implement a pre-fire planning program for commercial properties.



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Fire Chief	1	1	1	1
Assistant Fire Chief	2	2	2	2
Office Manager	1	1	1	1
Fire Inspector	1	1	1	1
Fire Captains	4	4	4	4
Fire Lieutenants*	8	12	12	12
Firefighters/Paramedics	42	38	38	42
Firefighters/Paramedics (Grant Funding)*	0	4	4	0
Municipal Clerk	0.71	0.71	0.86	0.86
FTE Total	59.71	63.71	63.86	63.86

Full-Time/Part-time Total	59FT/1PT	63FT/1PT	63FT/1PT	63FT/1PT
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Explanatory Notes:

*4 full-time positions had been funded through the SAFER grant award, but federal funding has expired as of January 2015.

Budget Recommendations:

The FY2016 recommended General Fund Fire Department budget is \$6,378,634. The recommended budget is a \$465,539, or 7.87% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended budget for Compensation is \$5,810,284, and reflects a \$519,699, or 9.82% increase, which is attributable to the cost of contractually obligated step and cost-of-living increases for the majority of firefighting personnel covered by collective bargaining agreements that expire on 6/30/16 and the recommended addition of 4 new firefighters – two of whom were funded through a federal grant that ended January, 2015 – to staff a 24/5 second ambulance housed at the East Lexington fire station. It is proposed that the total cost of the 4 new firefighters of \$339,173 - including salaries, uniforms and benefits - be funded through an increase in ambulance fees. For those staff who are not covered by collective bargaining agreements or whose agreements expire on 6/30/15, Compensation does not include any estimate of prospective cost of living increases. Funds for these prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$568,350 and reflects a \$54,160, or 8.70% decrease which is a net change primarily driven by the reduction in the vehicle replacement budget in the Fire Administration and Fire Suppression divisions of \$70,000, as FY16 is an off-cycle year for vehicle replacements; an increase of \$4,000 in the Fire Suppression Division for the cost of uniforms for the proposed 4 new firefighters; and, an increase of \$5,000 in the Emergency Medical Services division for Ambulance billing services.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Administrative Lieutenant for Inspections and Training	\$ 88,100	\$ 16,620	\$ 104,720	\$ -	\$ -	\$ -	\$ 104,720
Ambulance Staffing - 4 full-time positions	\$ 274,870	\$ 64,303	\$ 339,173	\$ 274,870	\$ 64,303	\$ 339,173	\$ -

Recommended amounts shown above are incorporated into the Budget Summary as well as the Authorized/Appropriated Staffing summary.

4200 Fire & Rescue

Program: Public Safety
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 4,582,209	\$ 4,302,518	\$ 4,801,407	\$ 5,093,914	\$ 292,507	6.09%
Enterprise Funds (Indirects)	-	-	-	-	-	-
Fees & Charges	-	-	-	-	-	-
Ambulance Fees ¹	\$ 891,544	\$ 963,526	\$ 931,000	\$ 1,205,869	\$ 274,869	29.52%
Fire Department Fees	\$ 39,765	\$ 66,955	\$ 42,238	\$ 48,612	\$ 6,373	15.09%
Licenses & Permits	\$ 28,225	\$ 30,250	\$ 28,382	\$ 30,239	\$ 1,857	6.54%
SAFER Grant	\$ -	\$ 220,133	\$ 110,066	\$ -	\$ (110,066)	-100.00%
Total 4200 Fire/EMS	\$ 5,541,743	\$ 5,583,382	\$ 5,913,094	\$ 6,378,634	\$ 465,539	7.87%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,059,117	\$ 5,080,633	\$ 5,290,584	\$ 5,810,284	\$ 519,699	9.82%
Expenses	\$ 482,626	\$ 502,748	\$ 622,510	\$ 568,350	\$ (54,160)	-8.70%
Total 4200 Fire/EMS	\$ 5,541,743	\$ 5,583,382	\$ 5,913,094	\$ 6,378,634	\$ 465,539	7.87%

Program Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 4210 Fire Administration	\$ 345,296	\$ 396,051	\$ 461,734	\$ 435,929	\$ (25,805)	-5.59%
Total 4220 Fire Prevention	\$ 179,640	\$ 203,715	\$ 208,080	\$ 226,929	\$ 18,849	9.06%
Total 4320 Fire Suppression	\$ 4,888,100	\$ 4,845,269	\$ 5,090,181	\$ 5,557,176	\$ 466,996	9.17%
Total 4240 Emergency Medical Services	\$ 123,865	\$ 133,892	\$ 148,600	\$ 152,600	\$ 4,000	2.69%
Total 4250 Emergency Management	\$ 4,841	\$ 4,454	\$ 4,500	\$ 6,000	\$ 1,500	33.33%
Total 4200 Fire/EMS	\$ 5,541,743	\$ 5,583,382	\$ 5,913,094	\$ 6,378,634	\$ 465,539	7.87%

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 4,298,975	\$ 4,392,174	\$ 4,470,084	\$ 4,975,284	\$ 505,199	11.30%
Overtime	\$ 760,142	\$ 688,459	\$ 820,500	\$ 835,000	\$ 14,500	1.77%
Personal Services	\$ 5,059,117	\$ 5,080,633	\$ 5,290,584	\$ 5,810,284	\$ 519,699	9.82%
Contractual Services	\$ 219,852	\$ 275,209	\$ 299,010	\$ 305,850	\$ 6,840	2.29%
Utilities	\$ 50,843	\$ 59,072	\$ 61,250	\$ 62,350	\$ 1,100	1.80%
Supplies	\$ 117,330	\$ 151,526	\$ 157,250	\$ 163,650	\$ 6,400	4.07%
Small Capital	\$ 94,602	\$ 16,942	\$ 105,000	\$ 36,500	\$ (68,500)	-65.24%
Expenses	\$ 482,626	\$ 502,748	\$ 622,510	\$ 568,350	\$ (54,160)	-8.70%
Total 4200 Fire/EMS	\$ 5,541,743	\$ 5,583,382	\$ 5,913,094	\$ 6,378,634	\$ 465,539	7.87%

Appropriation Summary (General Fund Only)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,059,117	\$ 4,860,501	\$ 5,180,518	\$ 5,810,284	\$ 629,766	12.16%
Expenses	\$ 482,626	\$ 502,748	\$ 622,510	\$ 568,350	\$ (54,160)	-8.70%
Total 4200 Fire/EMS	\$ 5,541,743	\$ 5,363,249	\$ 5,803,028	\$ 6,378,634	\$ 575,606	9.92%

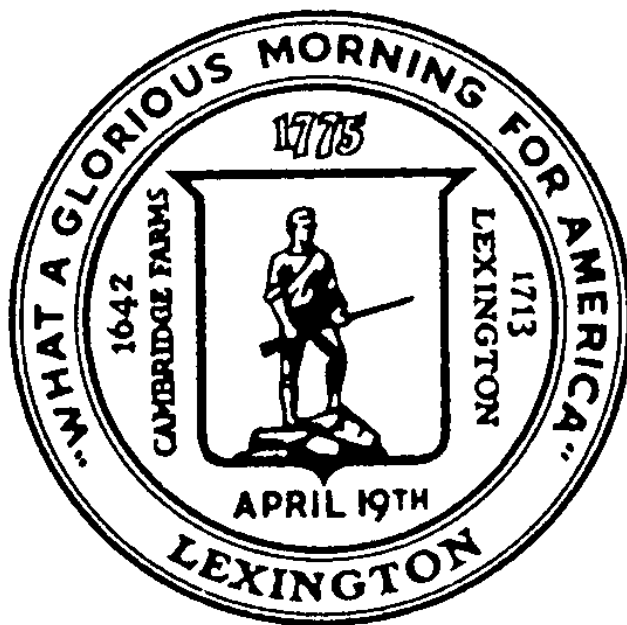
Appropriation Summary (Non General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ -	\$ 220,133	\$ 110,066	\$ -	\$ (110,066)	-100.00%
4230 Fire Suppression	\$ -	\$ 220,133	\$ 110,066	\$ -	\$ (110,066)	-100.00%
Total 4200 Fire/EMS	\$ -	\$ 220,133	\$ 110,066	\$ -	\$ (110,066)	-100.00%

1 The FY2016 increase in ambulance fees includes only the compensation portion of the fees associated with the new paramedic positions. The balance of the increase is attributed to fees collected to cover the benefits portion of the positions and is reflected in the benefits summary on page IV-4.

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Section VII: Culture and Recreation

Program 5000



Cary Memorial Library
Recreation and Community Programs

Section VII: Program 5000: Culture & Recreation

This section includes detailed information about the FY 2016 Operating Budget & Financing Plan for Culture & Recreation services. It includes:

- 5100 Cary Memorial Library VII-2
- 5200 Recreation and Community Programs VII-6

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Mission: The Cary Memorial Library's mission is to ignite curiosity, engage minds, and connect our community.

Budget Overview: Cary Memorial Library is comprised of three divisions: General and Technical Services, Adult Services, and Youth Services.

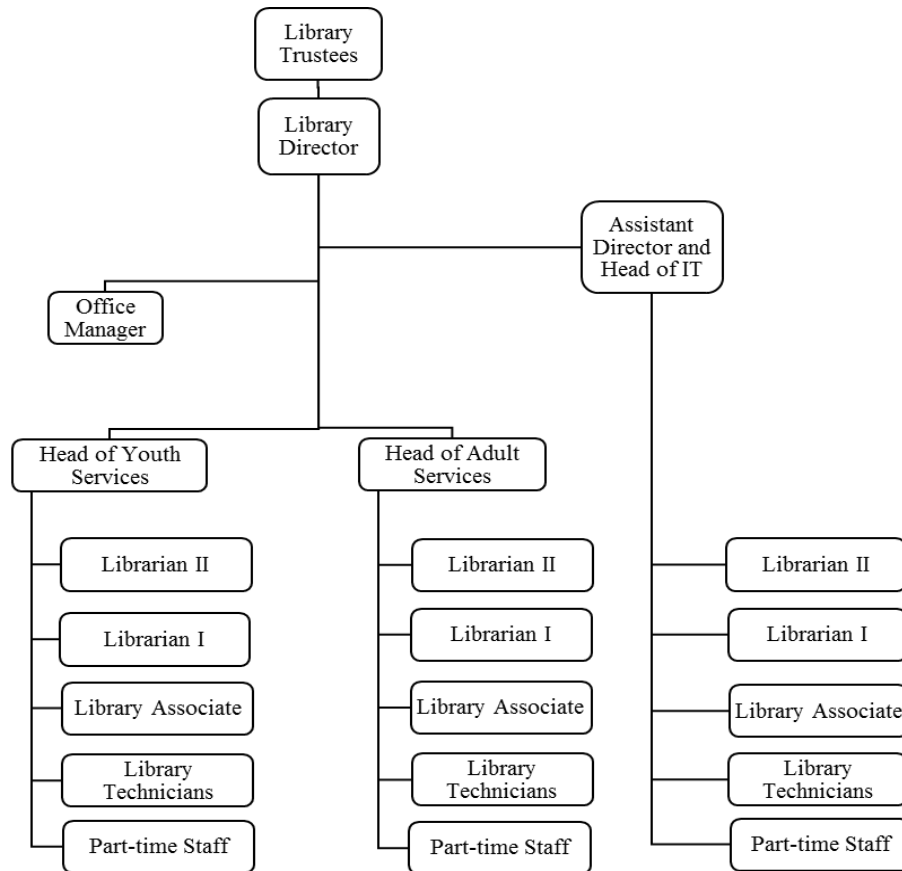
- General and Technical Services includes the administrative staff as well as the supply, equipment, and network membership costs.
- Adult Services includes all adult library, technology, and bibliographic services staff as well as adult, teen, and audiovisual materials.
- Youth Services includes all children's library staff and also includes library materials for children.

Departmental Initiatives:

1. Books and Information: To build and maintain a collection to reflect community needs and expectations, to include varying points of view, and to respond to changing interests and demographics. To keep abreast of an ever-evolving variety of materials and to provide the content users want in the format they prefer.
2. People and Connections: To foster connections by helping users find exactly what they need and by putting them in touch with the intellectual and creative resources of the community. Library staff provides personal service both in the library and online.
3. Ideas and Inspiration: To be more than a place where books are stored. To be a place where ideas are created, discovered, and shared. Recognize that users are inspired by more than words on a page - users find value in music, art, multimedia, and all forms of expression. To provide a venue to find and explore content, and also to create and share it.
4. Technology and Innovation: The world is changing and the ways in which users experience books, gather information, and create content will continue to evolve. The Library will help users navigate these changes, explore new formats, and experiment with innovative devices in an environment where both experts and novices are welcome.
5. Generations and Cultures: The Library's collections, services, and programs reflect the broad and deep interests of the community. The staff will strive to be responsive to user's needs across generations and cultures.
6. Individual and Community: To be a vibrant, bustling facility located in the heart of Lexington. To provide a quiet space to read, write, and think as well as space to talk, laugh, and learn together.

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing:

	FY 2013 Budget	FY 2014 Budget	FY2015 Budget	FY2016 Recommended
Library Director	1	1	1	1
Assistant Director/Head of Technology	1	1	1	1
Office Manager	1	1	1	1
Head of Technical Services		0		
Head of Adult Services	1	1	1	1
Head of Technology	1	1	1	0
Head of Youth Services	1	1	1	1
Circulation Supervisor	1	1	1	1
Librarians	9	9	9	10
Library Associates	2	2	2	2
Library Technicians	14.6	14.6	14.6	14.6
Adult Pages	1.3	1.3	1.3	1.3
Student Pages	0.6	0.6	0.6	0.6
Total FTE	34.5	34.5	34.5	34.5
Total FT/PT	26FT/22PT	26FT/22PT	26FT/22PT	26FT/22PT

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended General Fund Library budget is \$2,374,295. The recommended budget is a \$155,216, or 6.99% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The General Fund operating budget for Compensation is \$1,988,683, and reflects a \$41,072, or 2.11% increase, which is attributable to the cost of prospective contractually obligate step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$385,499 and reflects a \$114,144, or 42.06% increase, which is primarily driven by a recommended program improvement request of \$94,145 for supplies and materials. To retain certification by the Massachusetts Board of Library Commissioners, the Library must expend 13 percent of its annual municipal appropriation on materials. The Town's appropriation, however, has been less than one-half of this required amount, with the balance coming from the Library Foundation and Friends of the Library. This program improvement, therefore, will substantially close the funding gap.

Program Improvement Requests:

	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Operational Costs Adjustment	\$ 124,145	\$ -	\$ 124,145	\$ 94,145	\$ -	\$ 94,145	\$ 30,000

5100 Cary Memorial Library

Program: Culture & Recreation
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,764,557	\$ 1,887,828	\$ 1,947,724	\$ 1,988,796	\$ 41,072	2.11%
Expenses	\$ 250,639	\$ 257,004	\$ 271,355	\$ 385,499	\$ 114,144	42.06%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 5110 General & Technical Services	\$ 369,498	\$ 394,997	\$ 405,829	\$ 428,974	\$ 23,145	5.70%
Total 5120 Adult Library	\$ 1,273,377	\$ 1,358,525	\$ 1,373,228	\$ 1,481,631	\$ 108,404	7.89%
Total 5130 Children's Library	\$ 372,321	\$ 391,310	\$ 440,023	\$ 463,689	\$ 23,667	5.38%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,723,730	\$ 1,844,910	\$ 1,904,724	\$ 1,945,796	\$ 41,072	2.16%
Overtime (Sunday Premium)	\$ 40,827	\$ 42,918	\$ 43,000	\$ 43,000	\$ -	0.00%
Personal Services	\$ 1,764,557	\$ 1,887,828	\$ 1,947,724	\$ 1,988,796	\$ 41,072	2.11%
Contractual Services	\$ 75,937	\$ 79,529	\$ 82,500	\$ 91,031	\$ 8,531	10.34%
Utilities	\$ 10,912	\$ 9,801	\$ 11,000	\$ 12,200	\$ 1,200	10.91%
Supplies	\$ 132,975	\$ 135,363	\$ 145,855	\$ 246,268	\$ 100,413	68.84%
Small Capital	\$ 30,815	\$ 32,310	\$ 32,000	\$ 36,000	\$ 4,000	12.50%
Expenses	\$ 250,639	\$ 257,004	\$ 271,355	\$ 385,499	\$ 114,144	42.06%
Total 5100 Library	\$ 2,015,196	\$ 2,144,832	\$ 2,219,079	\$ 2,374,295	\$ 155,216	6.99%

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5200 Recreation & Community Programs*Town of Lexington, Massachusetts*

Mission: The Department of Recreation and Community Programs strives to provide affordable, quality programs meeting the needs of the community. The Department is committed to providing active and passive leisure opportunities that are educational, fun and life-enriching. The Department promotes participation by all Lexington residents in safe, accessible and well-maintained facilities.

Budget Overview: In 1991, the Recreation Department began to operate as an Enterprise Fund whereby program and facility fees cover the cost of operations. As such, the operating budget may increase or decrease year to year to meet changes in enrollment and facility use demands. In 2015, the Recreation Department was reorganized and renamed the Department of Recreation and Community Programs. The Director of Recreation and Community Programs, through the Recreation Committee, will continue to set fees with the approval of the Board of Selectmen. The operating budget supports staff who manage and deliver programs along with the supplies needed to operate those programs. The FY2016 budget request will include 3.5 FTE, new positions, supported by the General Fund, for the Lexington Community Center with the balance supported by the Recreation Enterprise Fund.

Revenue generated through the Recreation Enterprise and Community Programs (Recreation, Pine Meadows Golf Club and Lexington Community Center) also helps fund Capital Improvement Projects and financially supports other Town services through indirect transfers. In FY2016, the Department is contributing \$238,272 to cover the cost of employee benefits and indirect services provided to the Department of Recreation and Community Programs by other town departments for the Recreation Division and the Pine Meadows Golf Course Division. The Fund also contributes \$100,000 towards the debt payment for Lincoln Park.

The Department offers a wide variety of leisure, socialization and recreational opportunities for individuals of all ages and abilities. Recreation and leisure programs that were once facilitated by the Human Services Department will now be offered by this new department. General program areas include: summer youth clinics, camps and classes, tennis, aquatics, youth, adult & "Forever Young" programs, leagues and special events. Staff plan, schedule and coordinate programs, activities and special events using facilities such as: Lexington Community Center, schools, Cary Hall, neighborhood parks & playgrounds, tennis and basketball courts, playing fields, the Irving H. Mabee Pool Complex, the Old Reservoir, Pine Meadows Golf Club, the Jack Eddison Memorial Bikeway, Teresa & Roberta Lee Fitness-Nature Path and other hiking/nature trails.

Departmental Initiatives:

1. Continue the Implementation of the Recreation Strategic Plan
2. Manage Active Recreation Construction Projects: projects pending approval for FY 2016 funding; Phase III of the Center Playfields Drainage Project; Clarke Middle School multi-

5200 Recreation & Community Programs

Town of Lexington, Massachusetts

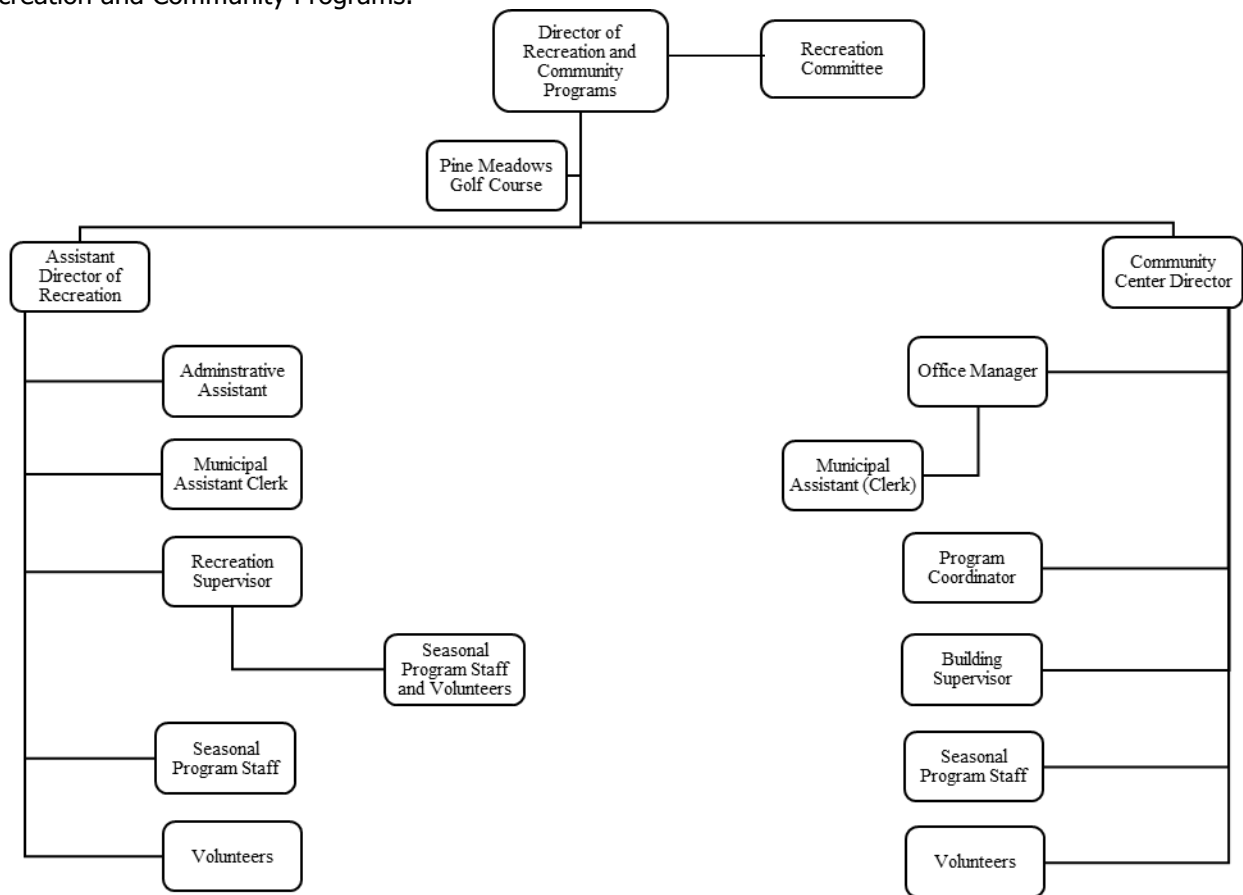
purpose field renovation; Lincoln Park Field #1 and Field #2 synthetic turf replacement; Sutherland Park athletic field renovation; Gallagher and Clarke Tennis Court resurfacing; Garfield Park playground replacement.

3. Collaborate with the Human Services Department to transition existing programs, functions, and activities to the new Lexington Community Center. Engage the residents to enhance and expand community programs.

4. Assist in updating the Open Space and Recreation Master Plan.

5. Review and update internal controls, action plans and written policies.

Note: Pine Meadows staffing is provided via a contractual service. Oversight provided by the Director of Recreation and Community Programs.



5200 Recreation & Community Programs

Program: Culture & Recreation

Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Director of Recreation and Community Programs	0	0	0	1
Director of Recreation	1	1	1	0
Assistant Director	1	1	1	1
Municipal Clerk	1.34	1.34	1.34	1.34
Administrative Assistant	1	1	1	1
Recreation Supervisor	1	1	1	1
Seasonal (Part Time)	175+/-	175+/-	175+/-	175+/-
Total FTE	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal	5.34 FTE + Seasonal

Total	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal	5FT/1PT + Seasonal
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Program: 5000 Culture & Recreation

Subprogram: 5230 Community Center

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Community Center Director	0	0	0	1
Office Manager	0	0	0	1
Municipal Clerk	0	0	0	1.5
Program Coordinator	0	0	0	1
Evening/Weekend Bld Supervisor	0	0	0	1
Seasonal (Part Time)	0	0	0	50+/-
Total FTE	0	0	0	5.5 FTE + Seasonal

Total	0	0	0	5FT/1PT + Seasonal
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5200 Recreation & Community Programs*Town of Lexington, Massachusetts*

Budget Recommendations:

The FY2016 recommended budget for the Department of Recreation and Community Programs - comprised of Pine Meadows Golf Course operation, and Recreation and Community Center programming - is \$2,840,103. The recommended budget is a \$758,387, or 36.43% increase over the FY2015 budget and is driven primarily by the addition of funding for the operation and programming of the Lexington Community Center which is scheduled to open the end of May, 2015. It should be noted that historically the Recreation Department operating budget has been supported solely from program fees. In FY16, with the addition of the operation and programming of the Community Center, it is proposed that the tax levy contribute approximately \$217,000 in funding for the Department budget.

The Community Center budget will support staff that plan, schedule, coordinate, manage, supervise and deliver community programs along with the supplies needed to operate these programs. The Community Center will provide drop-in program space and offer leisure opportunities to promote social, emotional, cognitive well-being and wellness for residents of all ages and abilities. It will provide residents a wide variety of programs that will be fun, educational and life-enriching. The customer service counter at the Center will provide support for the Community Center, the Human Services Department and the Recreation Division, allowing for one-stop shopping for services and programs. Pending the approval of the budget, an expansion of hours and programs is scheduled to begin after Labor Day.

The recommended budget for Compensation is \$1,127,630, and reflects a \$415,833, or 58.42% increase which is primarily driven by the addition of \$383,073 of staff costs for the operation of the Community Center. Other increases in Compensation are driven by the cost of prospective step increases, prospective cost-of-living adjustments and an increase in compensation for the Department Director to reflect additional responsibility in overseeing the operations of the Community Center.

The recommended budget for Expenses is \$1,374,201 and reflects a \$337,882, or 32.6% increase which is primarily driven by the addition of \$268,950 of costs for the operation of the Community Center and a net increase of \$66,462 due to adjustments of multiple Recreation division budget line items, with the most notable being a \$24,000 increase in the line item for vehicles for the scheduled replacement of a departmental vehicle.

The recommended budget for Expenses for the operation of the Pine Meadows Golf Course of \$538,745 reflects a net increase of \$2,470, or 0.46% due to adjustments of multiple budget line items with the most notable being a \$3,000 increase in the annual cost of the contract for the management of the golf course.

There is an increase of \$4,672, or 2.0% in indirect payments to the General Fund to support those costs incurred in the general fund that support the Recreation Enterprise Fund.

5200 Recreation & Community Programs*Town of Lexington, Massachusetts***Budget Summary**

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ -	\$ -	\$ -	\$ 216,836	\$ 216,836	-
Enterprise Funds	\$ -	\$ -	\$ -	\$ -	-	-
Retained Earnings	\$ 375,000	\$ 375,000	\$ 375,000	\$ 375,000	\$ -	-
Recreation User Charges	\$ 1,158,934	\$ 1,248,286	\$ 884,816	\$ 1,009,079	\$ 124,263	14.04%
Community Center User Charges	\$ -	\$ -	\$ -	\$ 435,187	\$ 435,187	-
Golf User Charges	\$ 741,216	\$ 782,688	\$ 816,800	\$ 800,000	\$ (16,800)	-2.06%
Bond Premiums & Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Investment Income	\$ 4,391	\$ 3,898	\$ 5,100	\$ 4,000	\$ (1,100)	-21.57%
Total 5200 Recreation	\$ 2,279,540	\$ 2,409,872	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Expenses	\$ 907,366	\$ 963,274	\$ 1,036,319	\$ 1,374,201	\$ 337,882	32.60%
Debt Service	\$ 130,600	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect Costs (Trans. to Gen. Fund)	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Total 5210 Recreation	\$ 1,175,143	\$ 1,221,115	\$ 1,311,841	\$ 1,411,062	\$ 99,221	7.56%
Total 5220 Pine Meadows	\$ 483,668	\$ 490,766	\$ 536,275	\$ 538,745	\$ 2,470	0.46%
Total 5230 Community Center	\$ -	\$ -	\$ -	\$ 652,023	\$ 652,023	-
Indirect Costs	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Adjusted	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 620,845	\$ 648,607	\$ 711,797	\$ 1,127,630	\$ 415,833	58.42%
Contractual Services	\$ 795,204	\$ 836,079	\$ 871,279	\$ 1,146,891	\$ 275,612	31.63%
Utilities	\$ 48,849	\$ 52,183	\$ 72,225	\$ 62,845	\$ (9,380)	-12.99%
Supplies	\$ 59,216	\$ 73,772	\$ 85,465	\$ 130,165	\$ 44,700	52.30%
Small Capital	\$ 4,097	\$ 1,240	\$ 7,350	\$ 34,300	\$ 26,950	366.67%
Expenses	\$ 907,366	\$ 963,274	\$ 1,036,319	\$ 1,374,201	\$ 337,882	32.60%
Debt	\$ 130,600	\$ 100,000	\$ 100,000	\$ 100,000	\$ -	0.00%
Indirect	\$ 223,600	\$ 228,600	\$ 233,600	\$ 238,272	\$ 4,672	2.00%
Total 5200 Recreation	\$ 1,882,411	\$ 1,940,481	\$ 2,081,716	\$ 2,840,103	\$ 758,387	36.43%

5200 Recreation & Community Programs

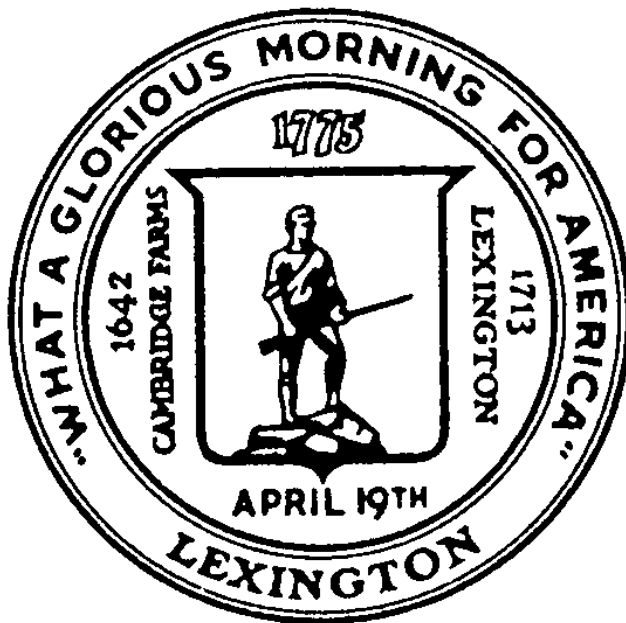
Town of Lexington, Massachusetts

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Section VIII: Human Services

Program 6000



Community Programs
Youth and Family Services
Senior Services
Veterans' Services
Transportation Services

Section VIII: Program 6000: Human Services

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for Human Services. It includes:

- 6100-6200 Administration; Community Programs; Veterans' Services; Youth and Family Services; Senior Services; and Transportation Services

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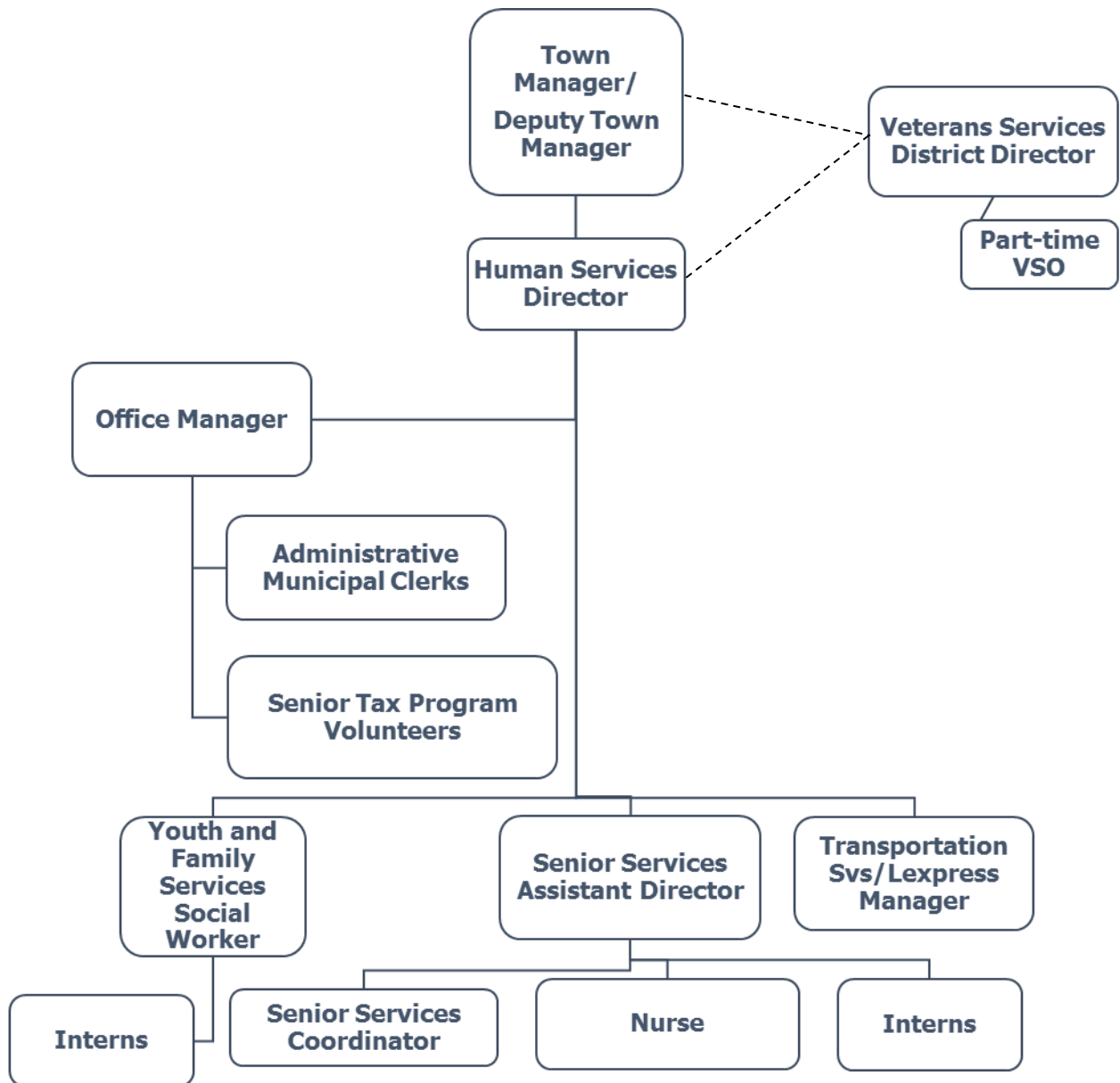
Mission: The Lexington Human Services Department ensures that core social services – which include outreach, assessment, advocacy, financial support, educational programming, cultural outreach and the promotion of health and well-being for residents of all ages—are provided to the community. In collaboration with other Town and school departments, community groups and government agencies, the Lexington Human Services Department is committed to providing leadership in identifying unmet needs and making sure that service delivery is available and accessible to all. The department is dedicated to the delivery of services in a professional manner that respects the dignity of each individual served.

Budget Overview: The Human Services Department is organized to provide service delivery to residents of all ages. Assistant Directors, Managers and Coordinators oversee the following department divisions: Administration and Community Programs (includes the operation and programming of the Lexington Senior Center), Senior Services, Youth and Family Services, Veterans' Services, and Transportation Services.

In February 2013, the towns of Lexington and Bedford signed an inter-municipal agreement forming the Lexington-Bedford Veterans District. Under this agreement, Lexington's Veterans Services Officer became the District Director, and the town of Lexington hired a PT Veterans Services Officer to work primarily in the Town of Bedford. The towns of Lexington and Bedford share expenses, with Bedford providing a portion of the District Director salary, and assuming full responsibility for the salary and expenses of the PT Veterans Services Officer. Both towns have benefited from this new district with increased outreach and support to veterans.

Departmental Initiatives:

1. Complete transition of staff and programming to new multigenerational Community Center located on Marrett Road.
2. Continue, in collaboration with other Town and School departments, to address the concerns and needs of families facing financial hardship and/or homelessness.
3. Continue analysis of the effectiveness of the Town's transportation program, services and amenities, identify unmet transportation needs and implement pilot programs to address these needs and improve customer service.
4. Increase awareness of services available to Veterans and their families through participation in community events and celebrations, outreach and multimedia presentation of information.



6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing:

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Recommended
Director of Human Services	1	1	1	1
Assistant Director of Senior Services ¹	0.7	0.8	0.8	1
Youth and Family Services Social Worker ²	0.8	1	1	1
Assistant Director of Youth Services	1	-	-	-
Youth and Family Services Program Coordinator ³	-	-	0.8	-
Municipal Clerk (Part Time) ³	0.5	0.5	0.5	-
Senior Services Coordinator	1	1	1	1
Senior Services Nurse ⁴	0.34	0.42	0.42	0.42
Office Manager	1	1	1	1
Municipal Clerk (Part Time)	0.5	0.5	0.5	0.5
Veterans' Services District Director ⁵	-	1	1	1
Veterans' Services Officer	1	0.4	0.4	0.51
Youth Program Coordinator	0.3	0.8	-	-
Transportation Services Manager ⁶	0.8	1	1	0.69
Transportation Clerk	0.6	0.6	0.6	0.6
Total FTE	9.5	10.0	10.0	8.7

Total FT/PT	5 (FT)/8 (PT)	6(FT)/7(PT)	6(FT)/7(PT)	6 (FT) 5 (PT)
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Explanatory Notes:

- (1) The Assistant Director of Senior Services hours increased from 24 to 35 hours/week in FY2014.
- (2) The Assistant Director of Youth Service position was reorganized in FY2014 to create a Full Time Assistant Director of Youth and Family Services and part time (28hrs/week) Youth and Family Program Services Coordinator. In 2014, the Assistant Director of Youth and Family Services position was renamed to Youth and Family Services Social Worker.
- (3) These positions will be transferred to the Department of recreation and Community Services in FY2016.
- (4) The increase in hours for the nurse is funded by the EOE Formula Grant
- (5) Formerly Veterans' Services officer in FY12 and FY13. Created as part of Veterans' District agreement with Town of Bedford, supervises part time Veterans' Services Officer (VSO). VSO is 100% funded by the Town of Bedford.
- (6) The Transportation Manager hours increased from 28 to 35 hours/week in FY2015, and decreased to 24 hours (.69) in FY2016.

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Human Services budget inclusive of the General Fund operating budget, Executive Office of Elderly Affairs and MBTA grants, and the Community Programs Revolving Fund is \$1,439,383. The recommended budget is an \$11,961, or 0.82% decrease over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The Human Services FY2016 recommended General Fund operating budget is \$1,203,663, which is a \$16,470 or 1.35% decrease from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$496,020, and reflects a \$33,776, or 6.38% decrease, which is a net change attributable to the cost of prospective step increases and the proposed transfer of two Human Services positions - a municipal clerk and the Youth Services Coordinator – to the Department of Recreation and Community Programs. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$707,643 and reflects a \$17,306, or 2.51% increase, which is a net change primarily driven by an increase of approximately \$22,000 in the contract with the operator of the Lexpress buses.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

6100-6200 Human Services

Program: Human Services
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 946,341	\$ 972,322	\$ 1,012,754	\$ 959,183	\$ (53,571)	-5.29%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Veteran Benefits Reimbursement	\$ 20,131	\$ 57,635	\$ 62,915	\$ 64,173	\$ 1,258	2.00%
Community Program Revolving Fund	\$ 63,683	\$ 63,617	\$ 100,000	\$ 100,000	\$ -	0.00%
Fees						
Lexpress Fares	\$ 87,724	\$ 89,867	\$ 82,500	\$ 88,707	\$ 6,207	7.52%
Available Funds	\$ -	\$ -	\$ -	\$ -	\$ -	-
Grants	\$ 91,286	\$ 95,286	\$ 103,175	\$ 135,720	\$ 32,545	31.54%
Supportive Living Fees	\$ 16,693	\$ -	\$ -	\$ -	\$ -	-
TDM Allocation	\$ -	\$ 85,160	\$ 90,000	\$ 91,600	\$ 1,600	1.78%
Total 6000 Human Services All Funds	\$ 1,225,859	\$ 1,278,727	\$ 1,451,344	\$ 1,439,383	\$ (11,961)	-0.82%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 486,093	\$ 554,269	\$ 604,592	\$ 575,316	\$ (29,276)	-4.84%
Expenses	\$ 739,766	\$ 724,458	\$ 846,752	\$ 864,067	\$ 17,315	2.04%
Total 6000 Human Services All Funds	\$ 1,225,859	\$ 1,278,727	\$ 1,451,344	\$ 1,439,383	\$ (11,961)	-0.82%

Program Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 6110 Administration	\$ 177,090	\$ 199,953	\$ 209,743	\$ 197,601	\$ (12,142)	-5.79%
Total 6120 Community Programs	\$ 97,411	\$ 107,260	\$ 141,312	\$ 141,850	\$ 538	0.38%
Total 6130 Supportive Living	\$ 8,389	\$ 1,832	\$ 15,000	\$ -	\$ (15,000)	0.00%
Total 6140 Veterans' Services	\$ 137,882	\$ 193,256	\$ 236,418	\$ 239,071	\$ 2,653	1.12%
Total 6150 Youth & Family Services	\$ 57,543	\$ 69,755	\$ 112,785	\$ 99,745	\$ (13,040)	-11.56%
Total 6160 Services for Youth	\$ 10,004	\$ 41,335	\$ -	\$ -	\$ -	-
Total 6170 Senior Services	\$ 121,553	\$ 122,599	\$ 159,935	\$ 171,755	\$ 11,820	7.39%
Total 6210 Transportation Services	\$ 615,987	\$ 542,737	\$ 576,150	\$ 589,361	\$ 13,211	2.29%
Total 6000 Human Services	\$ 1,225,859	\$ 1,278,727	\$ 1,451,344	\$ 1,439,383	\$ (11,961)	-0.82%

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 486,093	\$ 554,269	\$ 604,592	\$ 575,316	\$ (29,276)	-4.84%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 486,093	\$ 554,269	\$ 604,592	\$ 575,316	\$ (29,276)	-4.84%
Contractual Services	\$ 713,037	\$ 697,515	\$ 802,707	\$ 823,242	\$ 20,535	2.56%
Utilities	\$ 924	\$ 2,284	\$ 3,624	\$ 3,624	\$ -	0.00%
Supplies	\$ 25,805	\$ 24,659	\$ 38,421	\$ 34,701	\$ (3,720)	-9.68%
Small Capital	\$ -	\$ -	\$ 2,000	\$ 2,500	\$ 500	-
Expenses	\$ 739,766	\$ 724,458	\$ 846,752	\$ 864,067	\$ 17,315	2.04%
Total 6000 Human Services	\$ 1,225,859	\$ 1,278,727	\$ 1,451,344	\$ 1,439,383	\$ (11,961)	-0.82%

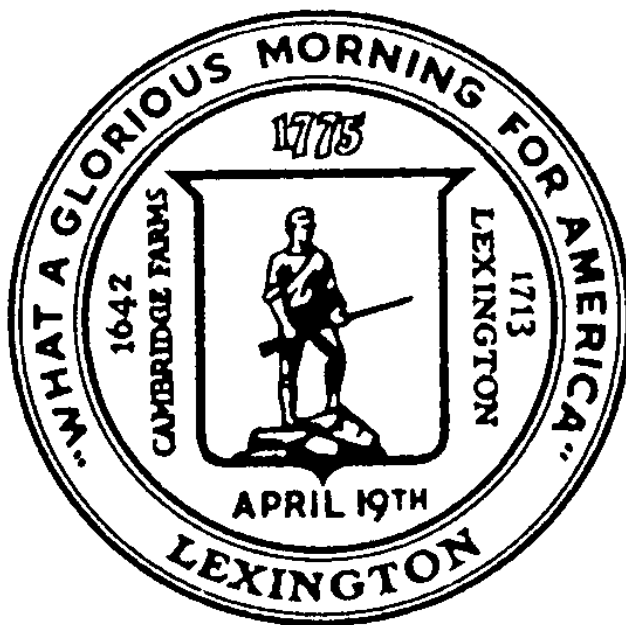
Appropriations Summary (General Fund Only)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 442,018	\$ 479,473	\$ 529,796	\$ 496,020	\$ (33,776)	-6.38%
Expenses	\$ 628,872	\$ 612,315	\$ 690,337	\$ 707,643	\$ 17,306	2.51%
Total 6000 Human Services	\$ 1,070,890	\$ 1,091,789	\$ 1,220,133	\$ 1,203,663	\$ (16,470)	-1.35%

Appropriations Summary (Non-General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 44,075	\$ 74,796	\$ 74,796	\$ 79,296	\$ 4,500	6.02%
6120 Community Programs EOE Grant	\$ 9,655	\$ 9,655	\$ 9,655	\$ 9,655	\$ -	0.00%
6140 Veterans' Services: Regional Funding	\$ -	\$ 26,221	\$ 26,221	\$ 26,221	\$ -	-
6170 Senior Services: EOE Grant	\$ 34,420	\$ 38,920	\$ 38,920	\$ 43,420	\$ 4,500	11.56%
Expenses	\$ 110,894	\$ 112,143	\$ 156,415	\$ 156,424	\$ 9	0.01%
6120 Community Programs: EOE Grant	\$ 7,211	\$ 6,711	\$ 10,600	\$ 10,200	\$ (400)	-3.77%
6120 Community Programs: Revolving	\$ 63,683	\$ 63,617	\$ 100,000	\$ 100,000	\$ -	-
6140 Veterans' Services: Regional Funding	\$ -	\$ 1,815	\$ 1,815	\$ 1,815	\$ -	-
6170 Senior Services: EOE Grant	\$ -	\$ -	\$ 4,000	\$ 4,409	\$ 409	-
6210 Transportation Services: MBTA Grant	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ -	-
Total 6000 Human Services	\$ 154,969	\$ 186,939	\$ 231,211	\$ 235,720	\$ 4,509	1.95%

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Section IX: Office of Land Use, Inspectional Services and Economic Development

Program 7000



Building and Zoning
Administration
Conservation
Health
Planning
Economic Development

Section IX: Program 7000: Office of Land Use, Inspectional Services and Economic Development

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for the Office of Land Use, Inspectional Services and Economic development. It includes:

- | | |
|-----------------------------|-------|
| • Program Summary | IX-2 |
| • 7110 Building and Zoning | IX-7 |
| • 7120 Administration | IX-11 |
| • 7130 Conservation | IX-15 |
| • 7140 Health | IX-19 |
| • 7200 Planning | IX-23 |
| • 7300 Economic Development | IX-27 |

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7100 Program Summary

Town of Lexington, Massachusetts

Mission: The Office of Land Use, Inspectional Services and Economic Development includes those departments that manage and promote residential and commercial development in Lexington while protecting the health and safety of residents through local bylaws and regulations, as well as state statutes and regulations, in the areas of public health, building code, zoning, wetland protection and land-use. By consolidating these various operations under the management of an Assistant Town Manager, the Town will be able to further streamline code enforcement, program and policy development, and outreach and educational activities related to commercial, residential and public development. At the time this document was prepared, the Town manager and Board of Selectmen were finalizing this new organizational structure.

Budget Overview: The Office of Land Use, Inspectional Services and Economic Development is comprised of: Building and Zoning, Conservation, Health, the Planning Department and the Economic Development Office.

The Building and Zoning Division is responsible for enforcing the State building, electrical, gas, and plumbing codes, the local zoning bylaw, and Architectural Access Board Regulations.

The Conservation Division is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

The Health Division is responsible for enforcing State and local health codes, administering health screening and vaccination programs, evaluating community health needs and developing intervention programs to prevent disease and disability.

The Planning Department supports the Planning Board in the implementation of the Comprehensive Plan, the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the CM District, and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short and long term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives.

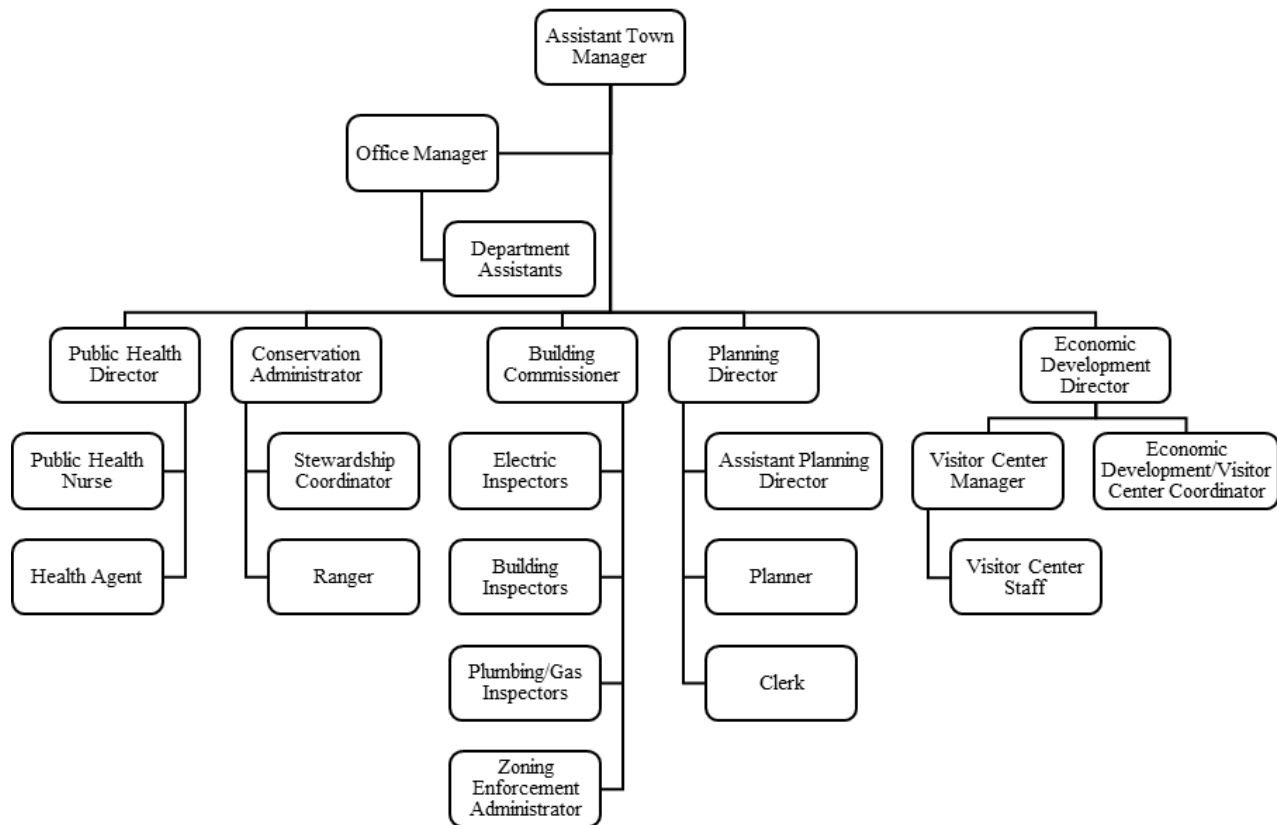
The Economic Development Office works to encourage new investment and support our local businesses. It serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. Beginning in September, 2014, the Economic Development Office took over responsibility for managing the Visitors Center after the Chamber of Commerce ended their long-time agreement with the Town to do so. In addition, at the request of the Board of Selectmen the Economic Development office will provide additional staff support to the Tourism Committee regarding their operational activities and visitor programs.

7100 Program Summary

Town of Lexington, Massachusetts

Office Initiatives:

1. Effect the transition to the newly created Office of Land Use, Inspectional Services and Economic Development.



7100 Program Summary

Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Assistant Town Manager				1
Administration Department Office Manager	1	1	1	1
Administration Department Assistants	4	4	4	4
Economic Development Director	1	1	1	1
Economic Development/Visitor Center Coordinator				1
Visitor Services Manager ¹				1
Visitor Center Staff (6PT) ¹				4.75
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.5	0.7	0.7	0.7
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	0.63	0.63	1	1
Planning Dept. Clerk/Admin. Assistant	1	1	1	1
Conservation Administrator	1	1	1	1
Stewardship Coordinator	1	1	1	1
Town Ranger	0	0.3	0.3	0.3
Public Health Director	1	1	1	1
Health Agent	1	1	1	1
Health Nurse ²	0.6	0.6	0.6	0.6
Building Commissioner	1	1	1	1
Building Inspectors	2	2	2	2
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-Time Electric Inspector	PT	PT	PT	PT
Part-time Plumbing Inspector	PT	PT	PT	PT
sub-total FTE	21.33	21.83	22.2	29.95
Total FT/PT	19FT/5PT + Seas.	19FT/6PT + Seas.	20FT/5PT + Seas.	22FT/11PT + Seas.

Explanatory Notes:

¹These Visitor Center positions were previously employees of the Chamber of Commerce via a contract with the Town. The Chamber funded the staff support of the Visitors Center through the gift shop revenues. In September 2014 the Town took over the Visitor Center Operations at the request of the Chamber.

²The Full-Time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY 2009.

7100 Program Summary

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Office of Land Use, Inspectional Services/Economic Development (LU/IS/ED) budget inclusive of the General Fund operating budget, the Liberty Ride, Visitor Center and Health Program Revolving Funds, is \$2,521,938. The recommended budget is a \$283,539, or 12.67% increase over the restated FY2015 budget. The FY2015 budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The FY2016 recommended LU/IS/ED General Fund operating budget is \$2,111,067, which is a \$256,995, or 13.86% increase from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$1,752,910 and reflects a \$189,477, or 12.12% increase, which is attributable to the cost of prospective step increases and program improvements of \$102,499 for the addition of the Assistant Town Manager position and \$58,641 for an Economic Development/Visitor Services Coordinator. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$358,157 and reflects a \$67,518, or 23.23% increase which is primarily driven by recommended program improvements throughout the budget.

The FY16 recommended budget for the Health Program, Liberty Ride, and Visitor Center revolving funds is \$410,871, a \$26,544, or 6.91% increase driven primarily by increases for the Visitor Center.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared)	Total	
Management Position	\$ 102,499	\$ 15,321	\$ 117,820	\$ 102,499	\$ 15,321	\$ 117,820	\$ -
Increase in hours of Alternate Inspector	\$ 11,600	\$ 168	\$ 11,768	\$ 11,600	\$ 168	\$ 11,768	\$ -
Townwide Boardwalk and Bridge Maintenance	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
Meagheville Bridge Renovation	\$ 1,100		\$ 1,100	\$ 1,100	\$ -	\$ 1,100	
Daisy Wilson Meadow Improvements	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -
Conservation Contractual Hours - wetlands specialist	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Rodent Control Survey and Baiting	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
Battle Road Scenic Byway Project	\$ 5,000		\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
Comprehensive Plan Update, Economic Development	\$ 50,000		\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Recording Secretary - Tourism	\$ 2,081	\$ 30	\$ 2,111	\$ -	\$ -	\$ -	\$ 2,111
Middlesex3 Coalition Annual Membership	\$ 2,000		\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -
Distributor of Visitor Guides (part-time)	\$ 1,020	\$ 286	\$ 1,306	\$ -	\$ -	\$ -	\$ 1,306
Economic Development/Visitor Services Coordinator	\$ 58,641	\$ 14,792	\$ 73,433	\$ 58,641	\$ 14,792	\$ 73,433	\$ -

7100 Program Summary

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 12,480	\$ (1,316)	\$ 436,832	\$ 591,690	\$ 154,857	35.45%
TDM Stabilization Fund	\$ -	\$ -	\$ -	\$ 45,400	\$ 45,400	-
Liberty Ride Revolving Fund	\$ 181,558	\$ 212,275	\$ 270,327	\$ 279,871	\$ 9,544	3.53%
Visitor Center Revolving Fund	\$ -	\$ -	\$ 100,000	\$ 117,000	\$ 17,000	17.00%
Health Department Revolving Fund	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	0.00%
Fees & Charges	\$ -	\$ -	\$ -	\$ -	\$ -	-
Departmental Fees	\$ 77,676	\$ 93,312	\$ 75,537	\$ 82,044	\$ 6,507	8.61%
Licenses & Permits	\$ 1,486,196	\$ 1,463,628	\$ 1,341,702	\$ 1,391,933	\$ 50,231	0.04
Total 7100	\$ 1,767,697	\$ 1,777,041	\$ 2,238,398	\$ 2,521,938	\$ 283,539	12.67%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,392,308	\$ 1,413,417	\$ 1,693,377	\$ 1,896,115	\$ 202,737	11.97%
Expenses	\$ 375,388	\$ 363,624	\$ 545,021	\$ 625,823	\$ 80,802	14.83%
Total 7100	\$ 1,767,697	\$ 1,777,041	\$ 2,238,398	\$ 2,521,938	\$ 283,539	12.67%

Level-Service Requests (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7110 Building & Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%
Total 7120 Administration	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%
Total 7310 Economic Development	\$ 299,059	\$ 334,399	\$ 535,351	\$ 686,305	\$ 150,954	28.20%
Total 7100	\$ 1,767,697	\$ 1,777,041	\$ 2,238,398	\$ 2,521,938	\$ 283,539	12.67%

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,386,529	\$ 1,407,434	\$ 1,673,716	\$ 1,875,263	\$ 201,546	12.04%
Overtime	\$ 5,779	\$ 5,984	\$ 19,661	\$ 20,852	\$ 1,191	6.06%
Personal Services	\$ 1,392,308	\$ 1,413,417	\$ 1,693,377	\$ 1,896,115	\$ 202,737	11.97%
Contractual Services ¹	\$ 327,539	\$ 318,788	\$ 427,442	\$ 498,275	\$ 70,833	16.57%
Utilities	\$ 9,325	\$ 9,963	\$ 12,852	\$ 13,752	\$ 900	7.00%
Supplies	\$ 37,776	\$ 33,885	\$ 92,227	\$ 102,796	\$ 10,569	11.46%
Small Capital	\$ 749	\$ 988	\$ 12,500	\$ 11,000	\$ (1,500)	-12.00%
Expenses	\$ 375,388	\$ 363,624	\$ 545,021	\$ 625,823	\$ 80,802	14.83%
Total 7100	\$ 1,767,697	\$ 1,777,041	\$ 2,238,398	\$ 2,521,938	\$ 283,539	12.67%

Appropriation Summary (General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,350,776	\$ 1,358,506	\$ 1,563,432	\$ 1,752,910	\$ 189,477	12.12%
Expenses	\$ 238,256	\$ 197,047	\$ 290,639	\$ 358,157	\$ 67,518	23.23%
Total 7100	\$ 1,589,033	\$ 1,555,553	\$ 1,854,071	\$ 2,111,067	\$ 256,995	13.86%

Appropriation Summary (Non-General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation						
7320 - Liberty Ride Revolving Fund	\$ 41,532	\$ 54,911	\$ 79,945	\$ 83,255	\$ 3,310	4.14%
7340 - Visitor Center	\$ -	\$ -	\$ 50,000	\$ 59,950	\$ 9,950	19.90%
	\$ 41,532	\$ 54,911	\$ 129,945	\$ 143,205	\$ 13,260	10.20%
Expenses						
7140 - Health Program Revolving Fund	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	-
7320 - Liberty Ride Revolving Fund	\$ 127,345	\$ 157,436	\$ 190,382	\$ 196,616	\$ 6,234	3.27%
7340 - Visitor Center	\$ -	\$ -	\$ 50,000	\$ 57,050	\$ 7,050	14.10%
	\$ 137,132	\$ 166,577	\$ 254,382	\$ 267,666	\$ 13,284	5.22%
Total 7100	\$ 178,664	\$ 221,488	\$ 384,327	\$ 410,871	\$ 26,544	6.91%

¹ FY2015 Expenses do not include a \$69,120 Appropriation Committee Reserve Fund Transfer for the Town's share of the costs of the Rev Bus between Hartwell Avenue and the Alewife T station.

7110 Building and Zoning

Town of Lexington, Massachusetts

Mission: The Building and Zoning Office serves a regulatory function with the goal of protecting the health and safety of residents. This role is fulfilled through the enforcement of building, zoning and land use regulations

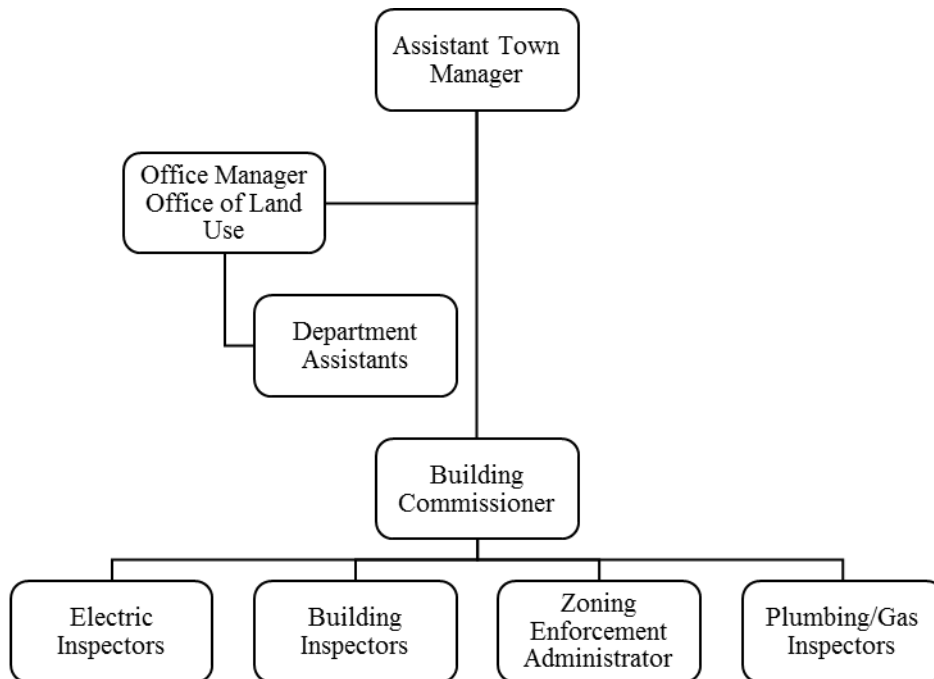
Budget Overview: The Building Division enforces state building, electrical, plumbing, gas and mechanical codes, Architectural Access Board Regulations, and local zoning by-laws. Staff, comprised of the Building Commissioner, Building Inspectors, Electrical Inspector, Plumbing & Gas Inspector, and Zoning Enforcement Administrator, review construction drawings and specifications, issue permits, conducts inspections of new construction, conduct periodic inspections of restaurants, day care centers, schools, religious institutions, museums, places of public assembly and multi-family housing, levy fines or prosecute when necessary to maintain code compliance.

Departmental Initiatives:

1. Implement ViewPermit software to provide residents, builders and developers with a comprehensive electronic permit management and tracking system with the goal of making the permitting process more efficient and expedient.

7110 Building and Zoning

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Building Commissioner	1	1	1	1
Building Inspectors	2	2	2	2
Plumbing and Gas Inspector	1	1	1	1
Zoning Enforcement Administrator	1	1	1	1
Electric Inspectors	1	1	1	1
Part-Time Electric Inspector	PT	PT	PT	PT
Part-time Plumbing Inspector	PT	PT	PT	PT
Total FTE	6	6	6	6
Total FT/PT	6FT/2PT	6FT/2PT	6FT/2PT	6FT/2PT

7110 Building and Zoning

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended Building and Zoning budget is \$560,433, a \$7,316, or 1.29% decrease over the restated FY2015 budget. The FY2015 budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended budget for Compensation is \$494,793 and reflects a \$7,316, or 1.46% decrease, which is attributable staff turnover and the hiring of new employees at lower steps. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$65,640 and reflects a level funded expense budget for FY16.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
Increase in hours of Alternate Inspector	\$ 11,600	\$ 168	\$ 11,768	\$ 11,600	\$ 168	\$ 11,768	\$ -

7110 Building and Zoning

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ (944,493)	\$ (979,820)	\$ (739,632)	\$ (795,373)	\$ (55,741)	7.54%
Directed Funding						
Departmental Fees	\$ 13,783	\$ 11,765	\$ 12,000	\$ 12,801	\$ 801	6.68%
Licenses and Permits	\$ 1,437,955	\$ 1,412,878	\$ 1,295,382	\$ 1,343,005	\$ 47,623	3.68%
Total 7110 Building and Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 450,404	\$ 403,267	\$ 502,110	\$ 494,793	\$ (7,316)	-1.46%
Expenses	\$ 56,840	\$ 41,556	\$ 65,640	\$ 65,640	\$ -	0.00%
Total 7110 Building and Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7110 Building and Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%
Total 7110 Building and Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 448,708	\$ 401,895	\$ 497,110	\$ 489,793	\$ (7,316)	-1.47%
Overtime	\$ 1,696	\$ 1,373	\$ 5,000	\$ 5,000	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 450,404</i>	<i>\$ 403,267</i>	<i>\$ 502,110</i>	<i>\$ 494,793</i>	<i>\$ (7,316)</i>	<i>-1.46%</i>
Contractual Services	\$ 48,069	\$ 28,126	\$ 54,060	\$ 54,060	\$ -	0.00%
Utilities	\$ 5,731	\$ 6,150	\$ 7,480	\$ 7,480	\$ -	0.00%
Supplies	\$ 3,040	\$ 7,280	\$ 4,100	\$ 4,100	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Expenses</i>	<i>\$ 56,840</i>	<i>\$ 41,556</i>	<i>\$ 65,640</i>	<i>\$ 65,640</i>	<i>\$ -</i>	<i>0.00%</i>
Total 7110 Building and Zoning	\$ 507,244	\$ 444,824	\$ 567,750	\$ 560,433	\$ (7,316)	-1.29%

7120 Administration

Town of Lexington, Massachusetts

Mission: To develop comprehensive regulatory and technical assistance services to town residents and commercial entities transacting business with the Town.

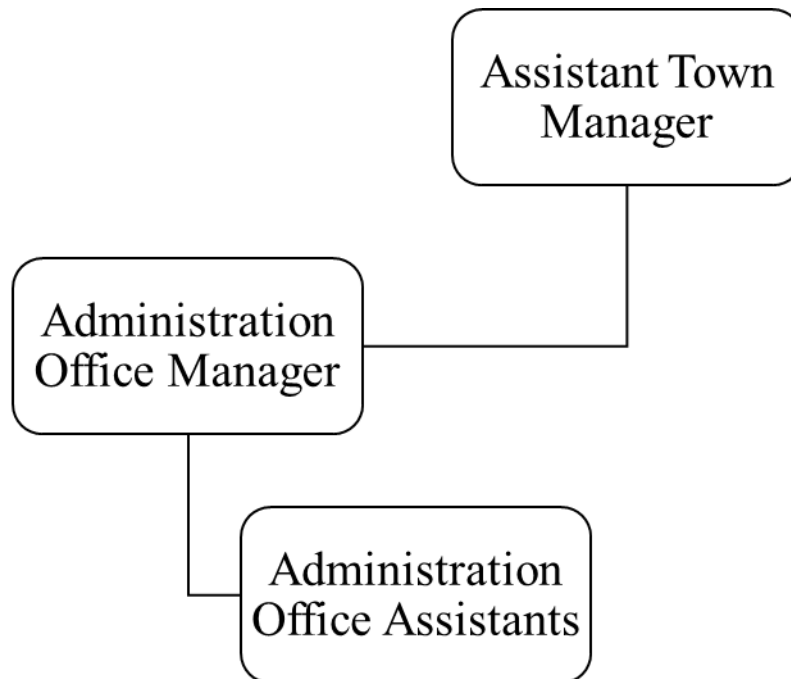
Budget Overview: Administration provides management oversight and administrative support to the Building and Zoning, Health, Conservation, Planning and Economic Development Departments and to the numerous boards and commissions, including the Zoning Board of Appeals and Historic Districts Commission, and coordinates their daily operations. The staff, comprised of a newly created position of Assistant Town Manager, an Office Manager and three Department Clerks, schedules and coordinates hearings, sets agendas, processes applications and permits, inputs data into access databases, maintains files, circulates petitions among Town boards and officials, prepares meeting notices, agendas and minutes, determines and notifies abutters, communicates with the public, attends meetings, performs payroll and accounts payable functions, makes daily deposits, and files all final documentation. The newly created Assistant Town Manager position will oversee all operations of the departments included in the re-organized Office of Land Use, Inspectional Services and Economic Development program.

Departmental Initiatives:

1. Effect the transition to the newly created Office of Land Use, Inspectional Services and Economic Development.
2. Continue to implement the Laserfiche Document Imaging software to facilitate records management, storage and access.

7120 Administration

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Assistant Town Manager				1
Department Assistants	4	4	4	4
Office Manager	1	1	1	1
Total FTE	5	5	5	6
Total FT/PT	5	5	5	6

7120 Administration

Town of Lexington, Massachusetts

Budget Recommendations:

The recommended FY2016 General Fund budget for the Office of Administration is \$378,327, a \$101,336, or 36.58% increase over the restated FY2015 budget driven primarily by the recommended addition of the new position of Assistant Town Manager to oversee the newly reorganized Office of Land Use, Inspectional Services and Economic Development (LU/IS/ED). The FY2015 budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The General Fund operating budget for Compensation is \$362,267 and reflects a \$111,836, or 44.66% increase, which is attributable mainly to the newly created position of Assistant Town Manager who will oversee the activities of the Office of LU/IS/ED, as well as the cost of prospective step increases for existing employees. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$16,060 and reflects a \$10,500, or 39.53% decrease which is primarily driven by the fact that FY15 included an expenditure of \$10,500 for small office equipment which will not recur in FY16. All other expenses are level-funded.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
Management Position	\$ 102,499	\$ 15,321	\$ 117,820	\$ 102,499	\$ 15,321	\$ 117,820	\$ -

7120 Administration

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 213,440	\$ 219,763	\$ 258,413	\$ 378,327	\$ 119,914	46.40%
Directed Funding						
Departmental Fees	\$ 21,519	\$ 13,526	\$ 18,577	\$ 17,870	\$ (708)	-3.81%
Total 7120 Administration	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 202,082	\$ 223,857	\$ 250,430	\$ 362,267	\$ 111,836	44.66%
Expenses	\$ 32,877	\$ 9,432	\$ 26,560	\$ 16,060	\$ (10,500)	-39.53%
Total 7120 Administration	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7120 Regulatory Support	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%
Total 7120 Administration	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 199,759	\$ 220,510	\$ 243,030	\$ 354,867	\$ 111,836	46.02%
Overtime	\$ 2,323	\$ 3,348	\$ 7,400	\$ 7,400	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 202,082</i>	<i>\$ 223,857</i>	<i>\$ 250,430</i>	<i>\$ 362,267</i>	<i>\$ 111,836</i>	<i>44.66%</i>
Contractual Services	\$ 25,867	\$ 5,400	\$ 7,994	\$ 7,994	\$ -	0.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Supplies	\$ 7,010	\$ 4,032	\$ 8,066	\$ 8,066	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ 10,500	\$ -	\$ (10,500)	-
<i>Expenses</i>	<i>\$ 32,877</i>	<i>\$ 9,432</i>	<i>\$ 26,560</i>	<i>\$ 16,060</i>	<i>\$ (10,500)</i>	<i>-39.53%</i>
Total 7120 Administration	\$ 234,959	\$ 233,290	\$ 276,990	\$ 378,327	\$ 101,336	36.58%

7130 Conservation

Town of Lexington, Massachusetts

Mission: To protect the health and safety of Town residents through education about and regulation of natural areas and wetlands.

Budget Overview: The Conservation Division responsibilities include administering, interpreting, and enforcing all applicable State laws and Local codes; counseling, guiding, and educating the public on environmental issues; researching and reporting on relevant issues for the Commission meetings to aid the Commission in key decision making; enforcing permit conditions through construction inspections, and managing conservation areas and the Land and Watershed Stewardship Program. The Conservation Administrator manages and supervises the Conservation staff and operations and, along with the Conservation Stewardship Coordinator, performs administrative, supervisory, professional, and technical work in connection with managing and directing comprehensive environmental programs.

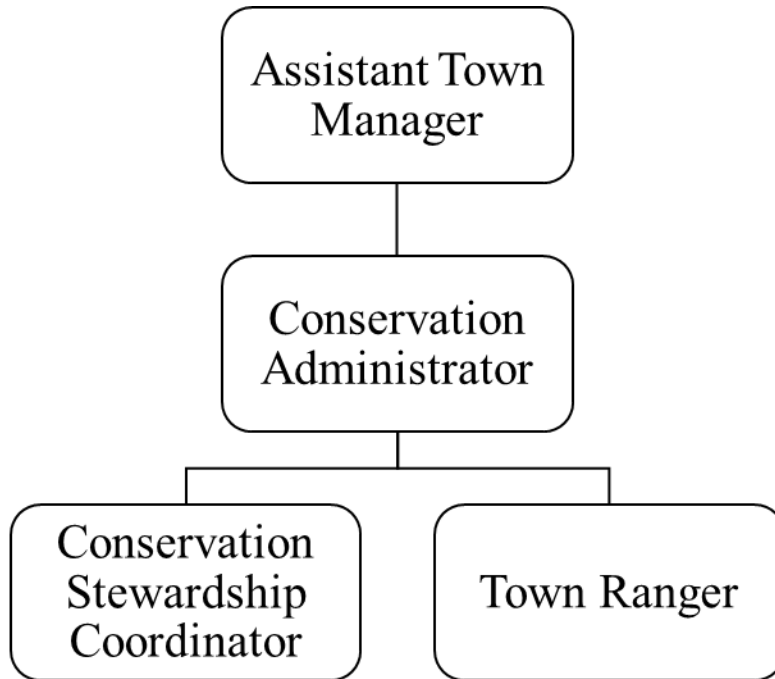
The Conservation Division is responsible for administering and enforcing the State and local wetland protection codes and the State Stormwater Management Regulations, managing over 1,400 acres of Town-owned conservation land, and providing outreach and education concerning natural and watershed resources.

Departmental Initiatives:

1. Continue to implement the Willard's Woods Action Plan, including increased education and enforcement regarding regulations.
2. Implement Land Management Plans per approved Policies and Procedures Guidelines and Cotton Farm, Leary, and Wright Farm Plans.
3. Co-coordinate the Watershed Management Program with the Engineering Division.
4. Develop Design and Engineering Plans for the Parker Meadow Accessible Trail Project.
5. Update the Open Space and Recreation Plan in collaboration with Recreation Department.
6. Implement the ACROSS Lexington Program in collaboration with the Greenway Corridor Committee.

7130 Conservation

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Conservation Administrator	1	1	1	1
Stewardship Coordinator	1	1	1	1
Town Ranger	0	0.3	0.3	0.3
Total FTE	2	2.3	2.3	2.3
Total FT/PT	2FT	2FT/1PT	2FT/1PT	2FT/1PT

7130 Conservation

Town of Lexington, Massachusetts

Budget Recommendations:

The recommended FY2016 General Fund Conservation budget is \$238,228, a \$7,408, or 3.21% increase over the restated FY2015 budget. The FY2015 budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The General Fund operating budget for Compensation is \$195,476 and reflects a \$1,588, or 0.82% increase, which is attributable to the cost of prospective step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$42,752 and reflects a \$5,820, or 15.76% increase which is primarily driven by recommended program improvements including funds for town wide boardwalk and bridge maintenance in conservation areas, the Meagherville Bridge renovation and improvements at Daisy Wilson Meadow.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Town wide Boardwalk and Bridge Maintenance	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
Meagherville Bridge Renovation	\$ 1,100		\$ 1,100	\$ 1,100	\$ -	\$ 1,100	
Daisy Wilson Meadow Improvements	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ -
Conservation Contractual Hours - wetlands specialist	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000

7130 Conservation

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 165,170	\$ 162,946	\$ 202,588	\$ 209,556	\$ 6,968	3.44%
Directed Funding						
Fees	\$ 25,635	\$ 32,751	\$ 28,232	\$ 28,672	\$ 441	1.56%
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 158,229	\$ 161,407	\$ 193,888	\$ 195,476	\$ 1,588	0.82%
Expenses	\$ 32,576	\$ 34,290	\$ 36,932	\$ 42,752	\$ 5,820	15.76%
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 158,229	\$ 161,079	\$ 191,932	\$ 193,501	\$ 1,569	0.82%
Overtime	\$ -	\$ 328	\$ 1,956	\$ 1,975	\$ 19	0.97%
Personal Services	\$ 158,229	\$ 161,407	\$ 193,888	\$ 195,476	\$ 1,588	0.82%
Contractual Services	\$ 23,316	\$ 24,765	\$ 29,361	\$ 30,561	\$ 1,200	4.09%
Utilities	\$ 1,612	\$ 2,012	\$ 2,371	\$ 2,371	\$ -	0.00%
Supplies	\$ 7,648	\$ 7,512	\$ 5,200	\$ 9,820	\$ 4,620	88.85%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 32,576	\$ 34,290	\$ 36,932	\$ 42,752	\$ 5,820	15.76%
Total 7130 Conservation	\$ 190,805	\$ 195,697	\$ 230,820	\$ 238,228	\$ 7,408	3.21%

7140 Health

Town of Lexington, Massachusetts

Mission: To protect and promote the health of the residents and those who work in or visit the Town through preventing the spread of disease, environmental hazards planning for public health emergencies, and supporting policies set by the Board of Health for individual and community health programs and services.

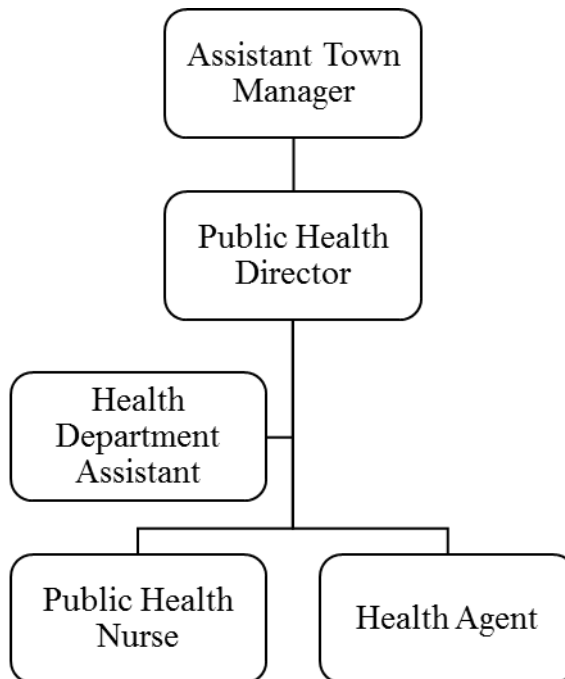
Budget Overview: The Health Division manages resources and programs designed to protect the health of the community including enforcing State and local health codes, administering health screening and vaccination programs, evaluating community health needs and developing intervention programs to prevent disease and disability. The Health staff is comprised of the Health Director, Health Agent, and a Public Health Nurse.

Departmental Initiatives:

1. Continue pandemic flu planning, including continuing to partner with Human Services and Public Schools to provide vaccination clinics for the aging and school age population.
2. Continue Food Establishment Emergency Operations Policy planning.
3. Provide food and public health-related educational outreach materials to a targeted demographic based on needs identified in the Demographic Task Force's Report.
4. Establish an Abandoned Properties Task Force to coordinate a unified response for addressing code issues related to abandoned properties.
5. Implement the CHNA Healthy Communities Plan developed as a result of the grant-supported survey, per the awarded CHNA implementation grant funds.

7140 Health

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Public Health Director	1	1	1	1
Health Agent	1	1	1	1
Health Nurse *	0.6	0.6	0.6	0.6
Total FTE	2.6	2.6	2.6	2.6
Total FT/PT	2FT/1PT	2FT/1PT	2FT/1PT	2FT/1PT

*The full-time Public Health Nurse is shared between Lexington (.6) and Belmont (.4) per Nursing Services Agreement executed in FY 2009.

7140 Health

Town of Lexington, Massachusetts

Budget Recommendations:

The recommended FY2016 All Funds Health budget inclusive of the General Fund operating budget and the Health Program Revolving Fund, which funds health clinics, is \$299,500. The recommended budget is a \$20,129, or 7.21% increase over the restated FY2015 budget. The FY2015 budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The FY2016 recommended Health General Fund operating budget is \$285,500, which is a \$20,129, or 7.59% increase from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$221,158 and reflects an \$8,969, or 4.23% increase, which is attributable to the cost of prospective step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$64,342 and reflects an \$11,160, or 20.98% increase which is primarily driven by a program improvement for rodent control and an increase for contractually required tuition reimbursement.

The FY16 recommended Health Programs Revolving Fund is recommended at \$14,000 which is unchanged from the FY15 authorization.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Rodent Control Survey and Baiting	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -

7140 Health

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 241,338	\$ 255,468	\$ 265,371	\$ 285,500	\$ 20,129	7.59%
Permits	\$ 48,241	\$ 50,750	\$ 46,320	\$ 48,927	\$ 2,607	5.63%
Health Department Revolving Fund	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	0.00%
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 188,867	\$ 203,508	\$ 212,189	\$ 221,158	\$ 8,969	4.23%
Expenses	\$ 62,258	\$ 61,101	\$ 67,182	\$ 78,342	\$ 11,160	16.61%
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%

Program Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 188,867	\$ 203,392	\$ 210,034	\$ 218,931	\$ 8,897	4.24%
Overtime	\$ -	\$ 117	\$ 2,155	\$ 2,227	\$ 72	3.34%
Personal Services	\$ 188,867	\$ 203,508	\$ 212,189	\$ 221,158	\$ 8,969	4.23%
Contractual Services	\$ 47,254	\$ 48,602	\$ 53,121	\$ 64,281	\$ 11,160	21.01%
Utilities	\$ 1,624	\$ 1,363	\$ 1,801	\$ 1,801	\$ -	0.00%
Supplies	\$ 13,381	\$ 11,136	\$ 12,260	\$ 12,260	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 62,258	\$ 61,101	\$ 67,182	\$ 78,342	\$ 11,160	16.61%
Total 7140 Health	\$ 251,125	\$ 264,609	\$ 279,371	\$ 299,500	\$ 20,129	7.21%

Appropriations Summary (General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 188,867	\$ 203,508	\$ 212,189	\$ 221,158	\$ 8,969	4.23%
Expenses	\$ 52,471	\$ 51,960	\$ 53,182	\$ 64,342	\$ 11,160	20.98%
Total 7140 Health	\$ 241,338	\$ 255,468	\$ 265,371	\$ 285,500	\$ 20,129	7.59%

Appropriations Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Expenses						
7140 Health Programs Revolving Fund	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	0.00%
Total 7140 Health	\$ 9,787	\$ 9,141	\$ 14,000	\$ 14,000	\$ -	0.00%

7200 Planning

Town of Lexington, Massachusetts

Mission: Guided by the Comprehensive Plan, the Planning Board and the Planning Office help residents to envision and work toward a community that serves the need of all its citizens and to manage growth and change. Supported by the Planning staff, the Board administers the Zoning By-law and reviews and permits applications for residential and commercial development.

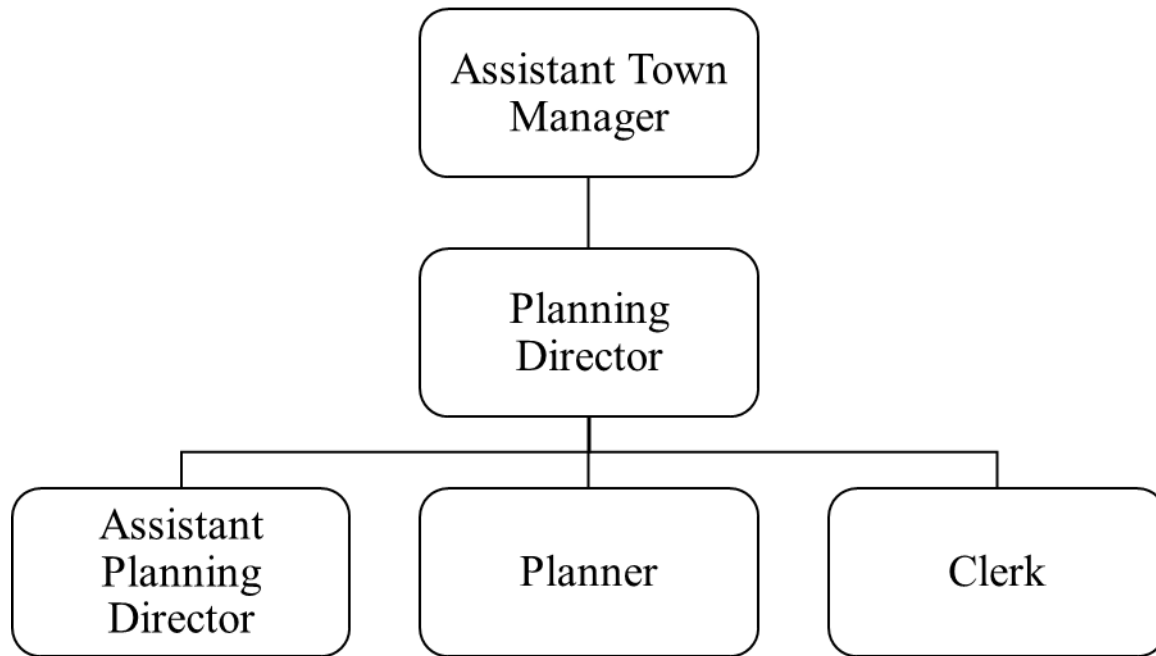
Budget Overview: The Planning Department supports the Planning Board in the implementation of the Comprehensive Plan, the administration of the Subdivision Regulations, the determination of adequacy of unaccepted streets, the granting of special permits for residential development, site plan review and granting of special permits within the CM District and the review of planned development district proposals that go to Town Meeting. In addition, the staff engages in short and long term planning in regard to growth and development issues in Lexington, being active participants in various committees dealing with issues of transportation, affordable housing and economic development, as well as participating in regional and statewide initiatives. The planning staff participates on the Development Review Team, the Economic Development Advisory Committee, the Housing Partnership Board, the Traffic Safety Committee, Parking Management Group, Transportation Forum and the HOME Consortium.

Departmental Initiatives:

1. Update the zoning map to have parcel and zone lines correspond.
2. Examine the zoning districts, consider consolidation of commercial districts and creation of a new governmental district.
3. Draft the zoning bylaw changes that were identified as highly desirable during the recodification of the Zoning Bylaw.
4. Redraft the Planned Development Districts and consider combining the residential and commercial districts. Clarify and simplify the process.

7200 Planning

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Planning Director	1	1	1	1
Assistant Planning Director	1	1	1	1
Planner	0.63	0.63	1	1
Department Clerk/Administrative Assistant	1	1	1	1
Total FTE	3.63	3.63	4	4
Total FT/PT	3 (FT)/1 (PT)	3 (FT)/1 (PT)	4(FT)	4(FT)

7200 Planning

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended Planning Department budget is \$359,145. The recommended budget is an \$11,028, or 3.17% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended budget for Compensation is \$316,470, and reflects a \$10,828 or 3.54% increase, which is attributable to the cost of prospective step increases and salary adjustments to one departmental position that is a member of a collective bargaining unit that has settled a contract through 6/30/16. FY16 Compensation for all other positions does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$42,675 and reflects a \$200, or 0.47% increase. Included in the recommended budget is a \$5,000 program improvement request to participate with other communities and the National Park Service in the implementation of a sign program in the Battle Road Scenic Byway.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Battle Road Scenic Byway Project	\$ 5,000		\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
Comprehensive Plan Update, Economic Development	\$ 50,000		\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000

7200 Planning

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 267,766	\$ 268,953	\$ 331,389	\$ 336,444	\$ 5,055	1.53%
Fees	\$ 16,739	\$ 35,270	\$ 16,728	\$ 22,701	\$ 5,973	35.71%
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 263,603	\$ 275,503	\$ 305,641	\$ 316,470	\$ 10,828	3.54%
Expenses	\$ 20,902	\$ 28,720	\$ 42,475	\$ 42,675	\$ 200	0.47%
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 261,843	\$ 274,684	\$ 302,491	\$ 312,220	\$ 9,728	3.22%
Overtime	\$ 1,760	\$ 819	\$ 3,150	\$ 4,250	\$ 1,100	34.92%
Personal Services	\$ 263,603	\$ 275,503	\$ 305,641	\$ 316,470	\$ 10,828	3.54%
Contractual Services	\$ 18,576	\$ 26,008	\$ 37,825	\$ 38,375	\$ 550	1.45%
Utilities	\$ -	\$ -	\$ -	\$ 600	\$ 600	0.00%
Supplies	\$ 2,326	\$ 2,712	\$ 4,150	\$ 3,700	\$ (450)	-10.84%
Small Capital	\$ -	\$ -	\$ 500	\$ -	\$ (500)	-
Expenses	\$ 20,902	\$ 28,720	\$ 42,475	\$ 42,675	\$ 200	0.47%
Total 7200 Planning	\$ 284,505	\$ 304,223	\$ 348,116	\$ 359,145	\$ 11,028	3.17%

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7300 Economic Development

Town of Lexington, Massachusetts

Mission: The Economic Development Office works to encourage new investment and support our local businesses – big and small. A strong local business sector is a critical component of a healthy and sustainable community creating places to eat and shop, as well as opportunities for employment and added revenue to support local services. To that end, the Economic Development Office serves as a liaison for businesses and works to address business-related issues from parking to updating land use policy. The Office also works to retain and expand local businesses by providing information, conducting research, supporting a visitor-based economy, and leveraging State economic development tools and resources designed to improve the business environment. Finally, the Economic Development Office cultivates and maintains relationships with State-level resources for business development and infrastructure investment opportunities.

Tourism/visitor programs, supported by the Tourism Committee, continue to focus leveraging economic opportunities from tourism. The three programs—the Liberty Ride, the Battle Green Guides and the regional marketing program—are aimed at promoting Lexington in the Tourism industry.

Budget Overview: the Economic Development budget is divided into four elements: the Economic Development Office, the Liberty Ride, Tourism and the Visitor Center. The Liberty Ride and Tourism elements operate in conjunction with the Tourism Committee.

Economic Development: The Economic Development Director is tasked with strengthening the commercial tax base and providing services to existing and prospective businesses. The Economic Development Office is supported by the Economic Development Advisory Committee, is staff to the Lexington Center Committee, and is liaison to the Tourism Committee.

The Liberty Ride: This trolley tour of Lexington and Concord serves as the only public transportation link to the area's historic sites. The ridership continues to increase, and in 2016 the Liberty Ride will celebrate its 14th season. As a revolving fund, the Liberty Ride is funded through ticket sales.

Tourism: The Tourism Committee oversees the Battle Green Guides, who serve as ambassadors for the Town, teaching residents and visitors about our rich history, and encouraging them to visit our historic sites and shop and dine in town. The funding from this program provides guide coverage on the Battle Green from April through October. Marketing funds enabled the production and distribution of Lexington's first official Visitor's Guide and new international marketing materials.

Visitors Center: In September 2014, the Town's Economic Development Office assumed the operation of the Lexington Visitors Center and Gift Shop, formerly run by the Lexington Chamber of Commerce. The Visitors Center serves as the gateway to hospitality, tourism and cultural information and local resources. The Visitors Center is home to a small gift

7300 Economic Development

Town of Lexington, Massachusetts

shop filled with unique and local products. FY16 will be the first full year of operation of the Visitor Center under the Town's jurisdiction.

Departmental Initiatives:

Economic Development Director

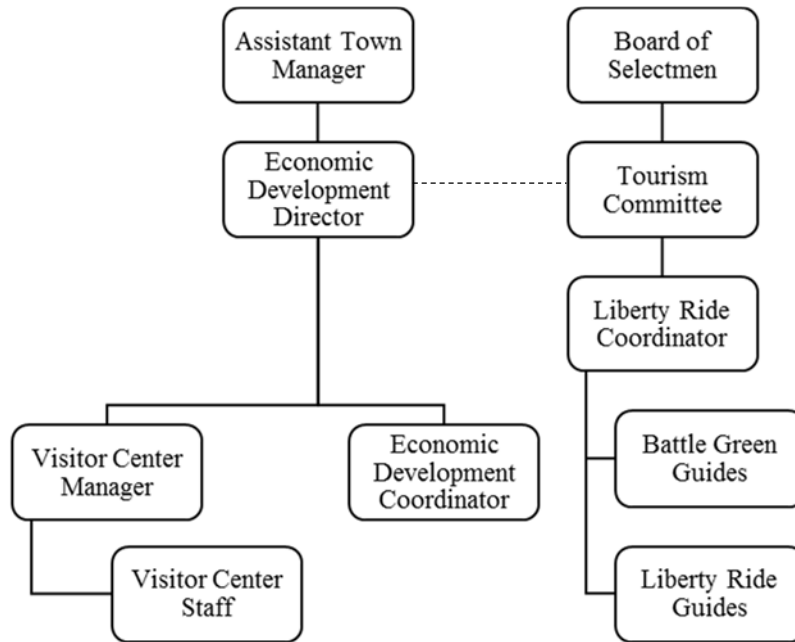
1. Implement the Phase 1 recommendations from the Center's Parking Management Plan.
2. Continue to support Hartwell Business District; including the "Rev Bus"- the area's business shuttle.
3. Ensure the Visitors Center remains open and operates to serve visitors and the community.

Tourism/Visitor Activities

1. Continue to target cultural tourism through the "Linger in Lexington" campaign.
2. Continue implementation of the Battle Green Master Plan.
3. Continue to foster Sister City relationship with Antony, France, including public input and approval for Antony Park design.

7300 Economic Development

Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY2015 Budget	FY2016 Request
Economic Development Director	1	1	1	1
Economic Development/Visitor Services Coordinator				1
Visitor Center Manager				1
Visitor Center Staff (6PT)				4.75
Battle Green Guides	Seasonal	Seasonal	Seasonal	Seasonal
Liberty Ride Coordinator	0.5	0.7	0.7	0.7
Liberty Ride Guides	Seasonal	Seasonal	Seasonal	Seasonal
Total FTE	1.5	1.7	1.7	8.45

Total FT/PT	1FT/1PT + Seas.	1FT/1PT + Seas.	1FT/1PT + Seas.	3FT/7PT + Seas.
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Note: Visitor Center staffing is included above as this function was transferred from Chamber of Commerce in FY2015.

There are 7 Visitor Center staff, 1 works part-time and 6 work full-time.

7300 Economic Development

Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended All Funds Economic Development budget inclusive of the General Fund operating budget and the Liberty Ride and Visitor Center Revolving Funds is \$686,305. The recommended budget is a \$150,954, or 28.20% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The FY2016 recommended General Fund Economic Development operating budget is \$289,434, which is a \$124,410, or 75.39% increase from the restated FY2015 General Fund budget.

The recommended General Fund operating budget for Compensation is \$162,746, and reflects a \$63,572, or 64.10% increase, which includes the cost of prospective step increases but is primarily attributable to the recommended program improvement of \$58,641 to fund a staff coordinator for tourism/visitor activities, to be supervised by the Director of Economic Development. The cost of this program improvement is offset by a \$6,250 decrease in funding for contractual services for tourism-related support services and the reallocation of \$22,846 from the Human Services' Transportation budget, which had provided staff support for the management of the Liberty Ride. With the exception of one position covered by a contract that expires on 6/31/16, FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended General Fund operating budget for Expenses is \$126,688 and reflects a \$60,838, or 92.39% increase which is the result of funds required for the Town's share of estimated operational costs for the REV bus (\$45,400), a business-serving shuttle that runs between the Hartwell Avenue corridor and the Alewife Red Line Station, and an increase in the operating budget to cover that portion of estimated costs (\$18,788), of the Visitor Center that will not be covered by projected Visitor Center revolving fund revenue. The Town's share of the REV bus is proposed to be funded with an appropriation from the Transportation Demand Management (TDM) Stabilization Fund. In addition, the recommended expense budget includes \$2,000 for a program improvement request to fund the annual membership in the Middlesex 3 Coalition, a private-public partnership organized to strengthen and grow economic opportunities in the region, create and retain jobs, and increase and diversify the tax base.

The recommended FY16 Liberty Ride Revolving Fund request is \$279,871 which is a \$9,544, or 3.53% increase over FY15. This increase is a net change of multiple program line items which will be offset by ticket revenue, particularly from the projected increase in demand for chartered bus tours.

**Program: Office of Land Use, Inspectional Services
and Economic Development**

7300 Economic Development

Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 117,501	\$ 122,052	\$ 55,351	\$ 127,034	\$ 71,683	129.51%
TDM Stabilization Fund ¹	\$ -	\$ -	\$ -	\$ 45,400	\$ 45,400	-
Liberty Ride Revolving Fund	\$ 181,558	\$ 212,347	\$ 380,000	\$ 396,871	\$ 16,871	4.25%
Visitor Center Revolving Fund	\$ -	\$ -	\$ 100,000	\$ 117,000	\$ 17,000	14.53%
Total 7300 Economic Development	\$ 299,059	\$ 334,399	\$ 535,351	\$ 686,305	\$ 150,954	28.20%

Appropriation Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 129,123	\$ 145,874	\$ 229,119	\$ 305,951	\$ 76,832	33.53%
Expenses	\$ 169,936	\$ 188,525	\$ 306,232	\$ 380,354	\$ 74,122	24.20%
Total 7300 Economic Development	\$ 299,059	\$ 334,399	\$ 535,351	\$ 686,305	\$ 150,954	28.20%

Program Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 7310 Economic Development Office	\$ 81,441	\$ 87,045	\$ 125,974	\$ 190,993	\$ 65,019	51.61%
Total 7320 Liberty Ride	\$ 168,877	\$ 212,347	\$ 270,327	\$ 279,871	\$ 9,544	3.53%
Total 7330 Tourism	\$ 48,741	\$ 35,007	\$ 39,050	\$ 98,441	\$ 59,391	152.09%
Total 7340 Visitor Center	\$ -	\$ -	\$ 100,000	\$ 117,000	\$ 17,000	17.00%
Total 7300 Economic Development	\$ 299,059	\$ 334,399	\$ 535,351	\$ 686,305	\$ 150,954	28.20%

Object Code Summary (All Funds)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 129,123	\$ 145,874	\$ 229,119	\$ 305,951	\$ 76,832	33.53%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
<i>Personal Services</i>	<i>\$ 129,123</i>	<i>\$ 145,874</i>	<i>\$ 229,119</i>	<i>\$ 305,951</i>	<i>\$ 76,832</i>	<i>33.53%</i>
Contractual Services ¹	\$ 164,457	\$ 185,887	\$ 245,081	\$ 303,004	\$ 57,923	23.63%
Utilities	\$ 359	\$ 438	\$ 1,200	\$ 1,500	\$ 300	25.00%
Supplies	\$ 4,371	\$ 1,211	\$ 58,451	\$ 64,850	\$ 6,399	10.95%
Small Capital	\$ 749	\$ 988	\$ 1,500	\$ 11,000	\$ 9,500	-
Expenses	\$ 169,936	\$ 188,525	\$ 306,232	\$ 380,354	\$ 74,122	24.20%
Total 7300 Economic Development	\$ 299,059	\$ 334,399	\$ 535,351	\$ 686,305	\$ 150,954	28.20%

Appropriations Summary (General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 87,591	\$ 90,963	\$ 99,174	\$ 162,746	\$ 63,572	64.10%
Expenses ¹	\$ 42,591	\$ 31,089	\$ 65,850	\$ 126,688	\$ 60,838	92.39%
Total 7300 Economic Development	\$ 130,181	\$ 122,052	\$ 165,024	\$ 289,434	\$ 124,410	75.39%

Appropriations Summary (Non-General Fund)	FY 2013 Actual	FY 2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation						
7320 Liberty Ride	\$ 41,532	\$ 54,911	\$ 79,945	\$ 83,255	\$ 3,310	4.14%
7340 Visitor Center	\$ -	\$ -	\$ 50,000	\$ 59,950	\$ 9,950	19.90%
	\$ 41,532	\$ 54,911	\$ 129,945	\$ 143,205	\$ 13,260	10.20%
Expenses						
7320 Liberty Ride	\$ 127,345	\$ 157,436	\$ 190,382	\$ 196,616	\$ 6,234	3.27%
7340 Visitor Center	\$ -	\$ -	\$ 50,000	\$ 57,050	\$ 7,050	14.10%
	\$ 127,345	\$ 157,436	\$ 240,382	\$ 253,666	\$ 13,284	5.53%
Total 7300 Economic Development	\$ 168,877	\$ 212,347	\$ 370,327	\$ 396,871	\$ 26,544	6.69%

¹ FY2015 Expenses do not include a \$69,120 Appropriation Committee Reserve Fund Transfer for the Town's share of the costs of the Rev Bus between Hartwell Avenue and the Alewife T station.

7300 Economic Development

Town of Lexington, Massachusetts

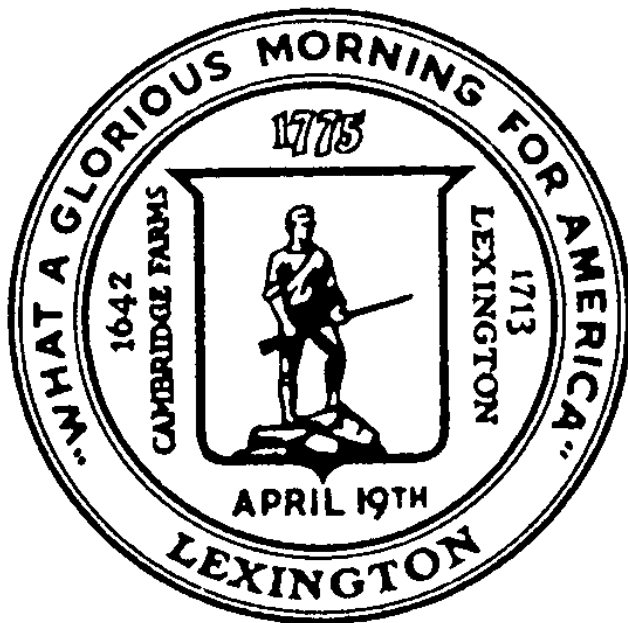
On September 22, 2014, the Town's Economic Development Office assumed the operation of the Visitor Center and Gift Shop. FY16 will be the first full year of operation. The recommended budget for the Visitor Center is \$135,788; however, \$117,000 is the amount of projected revenue for FY16 and proposed to be accounted for in the Revolving Fund. The remaining balance of the budget, approximately \$18,800 is proposed to be financed from the tax levy. If revenue from the Visitor Center exceeds projections, it will preclude the need to draw on the tax levy, in which case some, if not all of the \$18,800 will return to General Fund surplus at the end of FY16.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Recording Secretary - Tourism	\$ 2,081	\$ 30	\$ 2,111	\$ -	\$ -	\$ -	\$ 2,111
Middlesex3 Coalition Annual Membership	\$ 2,000		\$ 2,000	\$ 2,000	\$ -	\$ 2,000	\$ -
Distributor of Visitor Guides (part-time)	\$ 1,020	\$ 286	\$ 1,306	\$ -	\$ -	\$ -	\$ 1,306
Economic Development/Visitor Center Coordinator	\$ 58,641	\$ 14,792	\$ 73,433	\$ 58,641	\$ 14,792	\$ 73,433	\$ -

Section X: General Government

Program 8000



Board of Selectmen
Town Manager
Town Committees
Finance
Town Clerk
Information Services

Section X: Program 8000: General Government

This section includes detailed information about the FY2016 Operating Budget & Financing Plan for general government. It includes:

- | | |
|-----------------------------|------|
| • 8100 Board of Selectmen | X-2 |
| • 8200 Town Manager | X-7 |
| • 8300 Town Committees | X-11 |
| • 8400 Finance | X-15 |
| • 8500 Town Clerk | X-20 |
| • 8600 Information Services | X-24 |

8100 Board of Selectmen

Town of Lexington, Massachusetts

Mission: The Board of Selectmen, together with the Town Manager, represents the executive branch of the Town government. The Board consists of five members, elected for three-year terms. Selectmen serve without compensation. The Board acts as the Town's primary policy making body for a wide variety of issues affecting service delivery, finance and Town infrastructure. They provide oversight in matters of litigation, act as the licensing authority, enact rules and regulations regarding traffic control and are responsible for calling Town Meetings and approving the Town Meeting Warrant.

Budget Overview: This budget includes funding for the Selectmen's Office, Town Counsel and the Annual Town Report.

Day-to-day operation of the Selectmen's Office is under the direction of the Executive Clerk and the Municipal Clerk who assist the Selectmen and coordinate activities with the Town Manager's Office. The staff prepare the Annual and Special Town Meeting Warrants and assists the Selectmen in responding to questions and inquiries from the public. They also receive all contributions to Selectmen gift accounts, the Fund for Lexington, PTA Council Scholarship, Lexington Education Fund and all other Trustees of Public Trusts funds.

Staff manage the licensing and permitting process for the Board (the licensing authority). These licenses include alcoholic beverage, auctioneer, cable television, common victualler, entertainment, flammable storage, innkeeper, lodging house, theater, Class I, II and III for the sale of used cars, vehicles for hire such as common carrier, limousine and taxi cab and automatic amusement machines.

Staff maintain over 300 Selectmen appointments to more than 40 committees. In addition, the Selectmen's Office notifies Lexington residents of all national, state and local elections.

Town Counsel represents the Town, through the Board of Selectmen and Town Manager, on all legal matters including litigation, contracts, drafting of Town bylaws and enforcement of bylaws through the Court system.

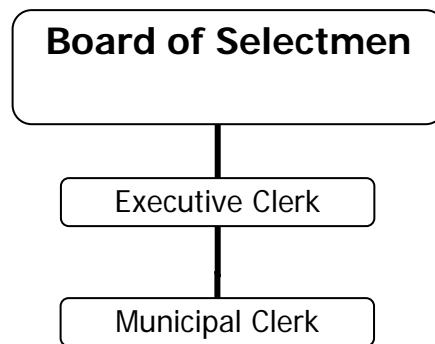
The Town Report is the official proceeding and activities of Town Government. It is required to be prepared annually under State law.

Departmental Initiatives:

1. Evaluate sites for a main Fire Station and develop plans for renovation and/or reconstruction of Fire and Police stations.

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Executive Clerk	0.94	0.94	0.94	1
Municipal Clerk	0.56	1	1	1
Total FTE	1.50	1.94	1.94	2.00
Total FT/PT	0 FT/ 2 PT	1 FT/ 1 PT	1 FT/ 1 PT	2FT

Budget Recommendations:

The FY2016 recommended All Funds Board of Selectmen budget inclusive of the General Fund operating budget and the PEG Access Revolving Fund which funds the Town's annual contract with LexMedia, is \$1,199,512. The recommended budget is a \$125,033, or 9.44% decrease over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The Selectmen's FY2016 recommended General Fund operating budget is \$665,512, which is an \$11,967, or 1.83% increase from the restated FY2015 General Fund budget.

The General Fund operating budget for Compensation is \$143,687, and reflects a \$12,967, or 9.92% increase, which is attributable to the cost of prospective step increases, adjustments to the budget to capture more hours for the municipal clerk's position that was approved in FY15, and an additional \$5,000 for a part-time position to assist in the preparation of the Annual Town Report. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The General Fund operating budget for Expenses is \$521,825 and reflects a \$1,000, or 0.19% decrease which is a net change driven by a reduction in the PC Software budget with the removal of the \$10,000 PC software amount appropriated in FY2015 for NOVUS Agenda, and an increase in the audit budget to reflect costs associated with pension-related audit requirements imposed by GASB 67 and GASB 68 (annual accounting and reporting of pension plans).

The recommended FY16 budget for legal expenses is unchanged from FY15 at \$410,000. The recommended budget for the annual Town Report is \$13,500 which is a \$5,500 increase driven primarily by the recommendation for a part-time editor to assist in the production of this document.

The FY16 recommended PEG Access Revolving Fund request is \$534,000 which is a \$137,000, or 20.42% decrease over FY15 and is driven by the escalator in the Town's contract with LexMedia which is offset by the reduction in funding for communications infrastructure from \$200,820 approved for FY15 to fund installations in the Cary Memorial Building for communications infrastructure for public access programming to \$57,000 for FY16 to fund installations in the Cary Memorial Building for wireless communications.

8100 Board of Selectmen

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 466,788	\$ 524,259	\$ 622,046	\$ 669,616	\$ 47,571	7.65%
Enterprise Funds (Indirects)	\$ 1,083	\$ 1,048	\$ 1,016	\$ 1,046	\$ 30	0.00%
Revolving Funds	-	-	-	-	-	-
PEG Access	\$ 473,565	\$ 514,210	\$ 620,820	\$ 450,000	\$ (170,820)	-27.52%
Fees	-	-	-	-	-	-
Licenses & Permits	\$ 68,900	\$ 79,555	\$ 81,680	\$ 78,850	\$ (2,830)	-3.46%
Total 8100 Board of Selectmen	\$ 1,010,336	\$ 1,119,072	\$ 1,324,546	\$ 1,199,512	\$ (125,033)	-9.44%

Appropriation Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 116,727	\$ 130,952	\$ 150,166	\$ 163,687	\$ 13,521	9.00%
Expenses	\$ 893,609	\$ 988,120	\$ 1,174,379	\$ 1,035,825	\$ (138,554)	-11.80%
Total 8100 Board of Selectmen	\$ 1,010,336	\$ 1,119,072	\$ 1,324,546	\$ 1,199,512	\$ (125,033)	-9.44%

Program Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8110 Selectmen's Office	\$ 189,233	\$ 180,741	\$ 235,546	\$ 242,012	\$ 6,467	2.75%
Total 8120 Legal	\$ 340,592	\$ 416,621	\$ 410,000	\$ 410,000	\$ -	0.00%
Total 8130 Town Report	\$ 6,945	\$ 7,500	\$ 8,000	\$ 13,500	\$ 5,500	68.75%
Total 8140 PEG Access	\$ 473,566	\$ 514,210	\$ 671,000	\$ 534,000	\$ (137,000)	-20.42%
Total 8100 Board of Selectmen	\$ 1,010,336	\$ 1,119,072	\$ 1,324,546	\$ 1,199,512	\$ (125,033)	-9.44%

Object Code Summary (All Funds)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 116,727	\$ 130,952	\$ 150,166	\$ 163,687	\$ 13,521	9.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Personal Services	\$ 116,727	\$ 130,952	\$ 150,166	\$ 163,687	\$ 13,521	9.00%
Contractual Services	\$ 851,095	\$ 970,493	\$ 1,138,379	\$ 1,009,825	\$ (128,554)	-11.29%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 42,514	\$ 17,626	\$ 25,000	\$ 25,000	\$ -	0.00%
Small Capital	\$ -	\$ -	\$ 11,000	\$ 1,000	\$ (10,000)	-
Expenses	\$ 893,609	\$ 988,120	\$ 1,174,379	\$ 1,035,825	\$ (138,554)	-11.80%
Total 8100 Board of Selectmen	\$ 1,010,336	\$ 1,119,072	\$ 1,324,546	\$ 1,199,512	\$ (125,033)	-9.44%

Appropriation Summary (General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 97,027	\$ 111,887	\$ 130,721	\$ 143,687	\$ 12,967	9.92%
Expenses	\$ 439,743	\$ 492,975	\$ 522,825	\$ 521,825	\$ (1,000)	-0.19%
Total 8100 Board of Selectmen	\$ 536,770	\$ 604,862	\$ 653,546	\$ 665,512	\$ 11,967	1.83%

Appropriation Summary (Non General Fund)	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 19,700	\$ 19,065	\$ 19,446		\$ 554	2.85%
Expenses	453,866	495,145	651,554		\$ (137,554)	-21.11%
PEG Access	\$ 473,566	\$ 514,210	\$ 671,000	\$ 534,000	\$ (137,000)	-20.42%
Total 8100 Board of Selectmen	\$ 473,566	\$ 514,210	\$ 671,000	\$ 534,000	\$ (137,000)	-20.42%

Program Improvement Requests:

Description	Requested			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Annual Town Report Editor	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$5,000	\$ -

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8200 Town Manager

Mission: The Board of Selectmen appoints the Town Manager, who oversees the daily operations of all general government departments, implements the policies of the Board of Selectmen, proposes an annual operating and capital budget, and enforces Town bylaws and regulations. The Town Manager's authority and responsibilities are established in the Selectmen-Town Manager Act of 1968. In addition, the Town Manager's Office is responsible for human resources, benefits administration and risk management.

Budget Overview: The Town Manager's Office budget is comprised of two elements; Organizational Direction and Administration and Human Resources.

Organizational Direction and Administration includes day-to-day oversight for all Town departments, town-wide staff training and professional development, special projects and website content management. This function also implements all decisions of the Board of Selectmen and provides staff support to various Town committees.

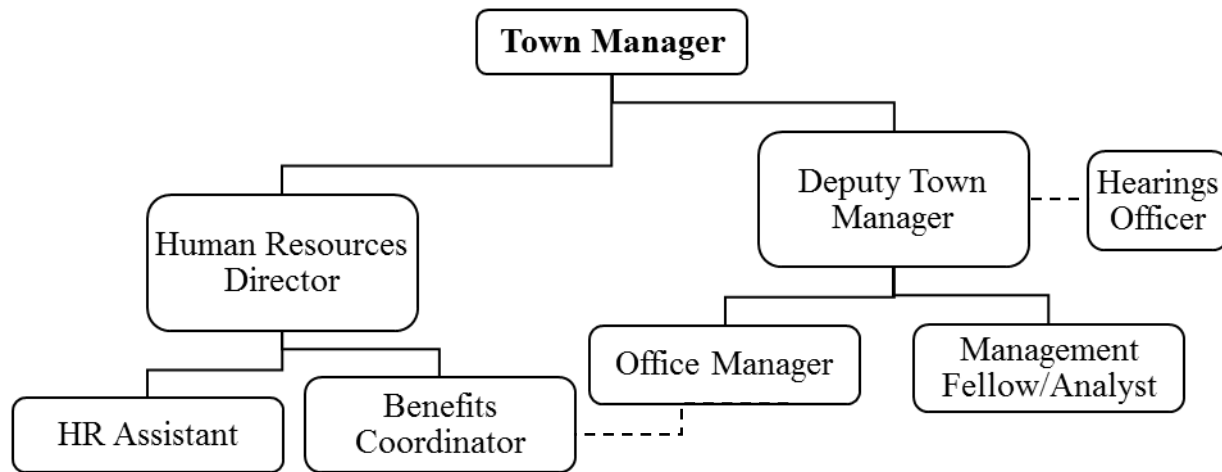
The Town Manager's Office, through the Human Resource function, is responsible for personnel administration, benefits administration, collective bargaining agreements, workers compensation and unemployment benefits.

Departmental Initiatives:

1. Continue to work on internal controls by revising existing policies and developing any new policies that may be necessary to ensure the protection assets that are vulnerable to abuse.
2. Continue the work of the Technology Committee and identify ways to best use technology to meet both the internal needs of the organization as well as the needs of residents and customers.
3. Advance initiatives to pass on institutional knowledge, engage mid-level managers in organizational decision-making, and recruit, select, train and promote qualified individuals in preparation for leadership turnover within the organization.
4. Work to ensure that municipal services address the needs of Lexington's culturally diverse community.
5. Begin negotiating successor agreements with the American Federation of State, County and Municipal Employees (AFSCME) DPW, AFSCME Dispatch, AFSCME Custodians, and Lexington Municipal Employees Association.

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Town Manager	1	1	1	1
Deputy Town Manager	1	1	1	1
Office Manager/Special Events Coordinator	1	1	1	1
Benefits Coordinator	1	1	1	1
Assistant to the Town Manager ¹	1	1	1	0
Human Resources Director	1	1	1	1
Hearing Officers ²	0.12	0.12	0.12	0.12
Management Intern/Analyst	1	1	1	1
Human Resources Assistant	1	1	1	1
Total FTE	8.12	8.12	8.12	7.12
Total Full/Part Time	8 FT / 2 PT	8 FT / 2 PT	8 FT / 2 PT	7 FT / 2 PT

(1) Positioned reassigned to Information Technology in FY2015

(2) Two hearing officers hear appeals for parking fines; one municipal hearing officer hears appeals for fines issued by the Fire Department (regional position, shared with Winchester and Woburn)

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended Town Manager's budget inclusive of the Town Manager's Office and Human Resources is \$761,255. The recommended budget is a \$116,122, or 13.24% decrease over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended FY16 budget for Compensation is \$546,170, and reflects a \$93,587, or 14.63% decrease, which reflects the transfer of one position in the office to the Information Technology Department. Also included in the recommended budget is the cost of prospective step increases. FY16 Compensation does not include any estimate of prospective cost of living increases. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended FY16 budget for Expenses is \$215,085 and reflects a \$22,535, or 9.48% decrease which is net change attributable to minor changes in multiple line items but is primarily driven by one-time expenditures in FY15 for professional services that are not recurring in FY16.

The department's budget also includes prospective amounts for all municipal department contractual settlements for FY2016 in the Salary Adjustment Account. The Account is for anticipated collective bargaining settlements, other wage increases and for compensated leave payments due certain employees at retirement. Once contractual settlements are reached, funds are transferred from this account to the appropriate departmental budget upon a vote of the Board of Selectmen. Contracts that are currently being negotiated who outcome will affect the Salary Adjustment Account include AFSCME DPW; AFSCME Dispatch; AFSCME Custodians; Police Superiors and Patrolmen, and the Lexington Municipal Employees Association.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
None Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

8200 Town Manager

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 402,203	\$ 363,255	\$ 510,501	\$ 461,821	\$ (48,681)	-9.54%
Enterprise Funds (Indirect)	\$ 45,000	\$ 43,549	\$ 44,375	\$ 42,204	\$ (2,171)	-4.89%
Available Funds	-	-	-	-	-	-
Rentals*	\$ 336,836	\$ 384,180	\$ 322,500	\$ 257,230	\$ (65,270)	-20.24%
Total 8200 Town Manager	\$ 784,039	\$ 790,984	\$ 877,376	\$ 761,255	\$ (116,122)	-13.24%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 623,768	\$ 617,579	\$ 639,756	\$ 546,170	\$ (93,587)	-14.63%
Expenses	\$ 160,271	\$ 173,405	\$ 237,620	\$ 215,085	\$ (22,535)	-9.48%
Total 8200 Town Manager	\$ 784,039	\$ 790,984	\$ 877,376	\$ 761,255	\$ (116,122)	-13.24%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8210 Organizational Dir. & Admin.	\$ 569,040	\$ 556,302	\$ 637,089	\$ 515,691	\$ (121,398)	-19.06%
Total 8220 Human Resources	\$ 214,999	\$ 234,682	\$ 240,287	\$ 245,564	\$ 5,277	2.20%
Total 8200 Town Manager	\$ 784,039	\$ 790,984	\$ 877,376	\$ 761,255	\$ (116,122)	-13.24%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 623,768	\$ 617,579	\$ 639,756	\$ 546,170	\$ (93,587)	-14.63%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 623,768	\$ 617,579	\$ 639,756	\$ 546,170	\$ (93,587)	-14.63%
Contractual Services	\$ 138,253	\$ 150,281	\$ 203,635	\$ 180,850	\$ (22,785)	-11.19%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 14,462	\$ 19,510	\$ 14,485	\$ 14,735	\$ 250	1.73%
Small Capital	\$ 7,557	\$ 3,613	\$ 19,500	\$ 19,500	\$ -	0.00%
Expenses	\$ 160,271	\$ 173,405	\$ 237,620	\$ 215,085	\$ (22,535)	-9.48%
Total 8200 Town Manager	\$ 784,039	\$ 790,984	\$ 877,376	\$ 761,255	\$ (116,122)	-13.24%

*Rentals are comprised of rental receipts from the Waldorf School, Bertucci's Italian Restaurant, LexFarm and Peet's Coffee & Tea sidewalk rentals, cell tower lease revenue and the sublease of Kline Hall to LexMedia.

Budget Summary - Salary Adjustment (8230)

Funding Sources	FY 2013 Balance	FY2014 Balance	FY2015 Restated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 413,224	\$ 673,588	\$ 697,464	\$ 820,316	\$ 122,852	17.61%
Total 8200 Town Manager	\$ 413,224	\$ 673,588	\$ 697,464	\$ 820,316	\$ 122,852	17.61%

Program Summary	FY 2013 Balance	FY2014 Balance	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8230 Salary Adjustment	\$ 413,224	\$ 673,588	\$ 697,464	\$ 820,316	\$ 122,852	17.61%
Total 8200 Town Manager	\$ 413,224	\$ 673,588	\$ 697,464	\$ 820,316	\$ 122,852	17.61%

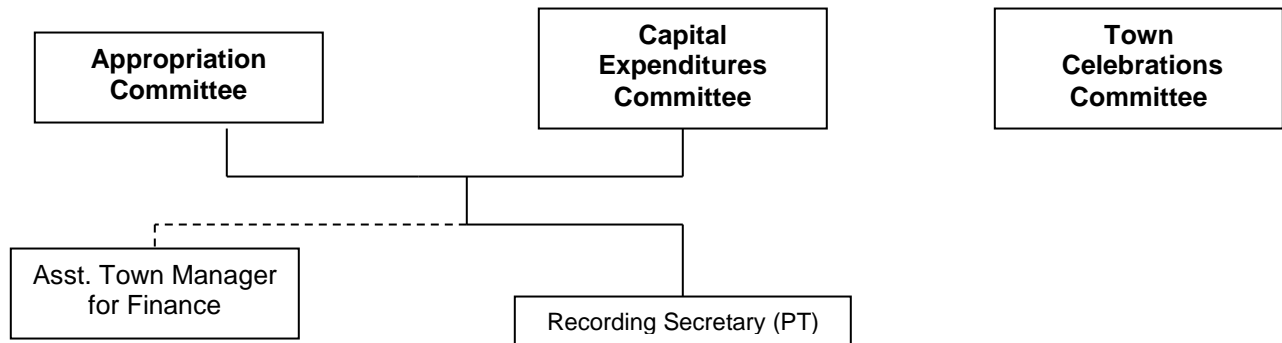
8300 Town Committees

Mission: Town Committees includes the Appropriation Committee, Capital Expenditures Committee, Town Celebrations Committee and various boards and committees appointed by the Board of Selectmen, Moderator and the Town Manager.

Budget Overview: The Town Committees budget provides limited funding for a variety of statutory and advisory committees that are an integral part of the operation of local government in Lexington. The financial committees—the Appropriation Committee and the Capital Expenditures Committee—provide detailed financial review and analysis to Town Meeting. The Public Celebrations Committee plans the Town's annual celebrations, including parades on Veterans', Memorial and Patriots' Day.

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts



Authorized/Appropriated Staffing

Limited staff support is provided through the Town Manager's Office and Finance Department, and a part-time Recording Secretary takes meeting minutes.

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 Town Manager's recommended Town Committees budget is \$69,000. This is a \$16,000 or 30.19% increase from the FY2015 budget. Compensation is level-funded, with expenses increasing by \$16,000 or 34.04%.

The increase in expenses of \$16,000 is driven by a recommended one-time program improvement of \$15,000 to the budget for Miscellaneous Boards and Committees for consulting services to the 20/20 Vision Committee for a study of community models of multicultural integration.

Program Improvement Requests:

Description	Request			Recommended			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Study of Community Models of Multicultural Integration	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ -

8300 Town Committees

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 60,077	\$ 40,791	\$ 53,000	\$ 69,000	\$ 16,000	30.19%
Total 8300 Town Committees	\$ 60,077	\$ 40,791	\$ 53,000	\$ 69,000	\$ 16,000	30.19%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 5,845	\$ 4,283	\$ 6,000	\$ 6,000	\$ -	0.00%
Expenses	\$ 54,232	\$ 36,509	\$ 47,000	\$ 63,000	\$ 16,000	34.04%
Total 8300 Town Committees	\$ 60,077	\$ 40,791	\$ 53,000	\$ 69,000	\$ 16,000	30.19%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8310 Financial Committees	\$ 6,225	\$ 7,559	\$ 7,500	\$ 7,500	\$ -	0.00%
Total 8320 Misc. Boards & Committees	\$ 2,178	\$ 3,276	\$ 4,500	\$ 19,500	\$ 15,000	333.33%
Total 8330 Town Celebrations	\$ 51,675	\$ 29,956	\$ 41,000	\$ 42,000	\$ 1,000	2.44%
Total 8300 Town Committees	\$ 60,077	\$ 40,791	\$ 53,000	\$ 69,000	\$ 16,000	30.19%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 5,845	\$ 4,283	\$ 6,000	\$ 6,000	\$ -	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Compensation	\$ 5,845	\$ 4,283	\$ 6,000	\$ 6,000	\$ -	0.00%
Contractual Services	\$ 1,737	\$ 2,292	\$ 4,000	\$ 19,000	\$ 15,000	375.00%
Utilities	\$ -	\$ -	\$ -	\$ -	\$ -	-
Supplies	\$ 52,495	\$ 34,216	\$ 43,000	\$ 44,000	\$ 1,000	2.33%
Small Capital	\$ -	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 54,232	\$ 36,509	\$ 47,000	\$ 63,000	\$ 16,000	34.04%
Total 8300 Town Committees	\$ 60,077	\$ 40,791	\$ 53,000	\$ 69,000	\$ 16,000	30.19%

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8400 Finance

Town of Lexington, Massachusetts

Mission: The Finance Department is responsible for: (1) maintaining timely and accurate records on all financial activities of the Town; (2) administering internal financial controls; (3) facilitating the evaluation of the Town's financial condition; (4) ensuring that the delivery of Town services is done in compliance with Massachusetts General Laws that govern municipal finance; (5) providing timely and accurate financial information to managers of Town services to facilitate the evaluation of the cost effectiveness and efficiency of Town programs; (6) providing timely and accurate financial information to Town boards and committees to facilitate policy deliberation and formulation; and (7) safeguarding the financial assets of the Town.

Budget Overview: The Finance Department is comprised of the following divisions: the Comptroller's Office, the Treasurer/Collector's Office, the Assessing Office and the Utility Billing Office.

The Comptroller's Office is responsible for maintaining the Town's general ledger (accounting), accounts payable, payroll, and centralized purchasing. The Comptroller's budget is also inclusive of funding for the Assistant Town Manager for Finance, who oversees all financial operations of the Town, and the Budget Officer, who in concert with the Assistant Town Manager for Finance and the Town Manager develops and monitors the annual capital and operating budgets.

The Treasurer/Collector's Office has three primary responsibilities: the collection and deposit of all Town taxes, fees and charges including property taxes, motor vehicle excise, utility billing and other local receipts (permit and license fees, fines, etc.); the management and investment of all revenues collected; and the issuance and servicing of debt.

The Assessing Office's primary function is the development of assessed values of real and personal property.

The Utility Division's primary function is the operation of the Town's utility billing system and the issuance of monthly and semi-annual water and sewer bills.

Departmental Initiatives:

Assessing:

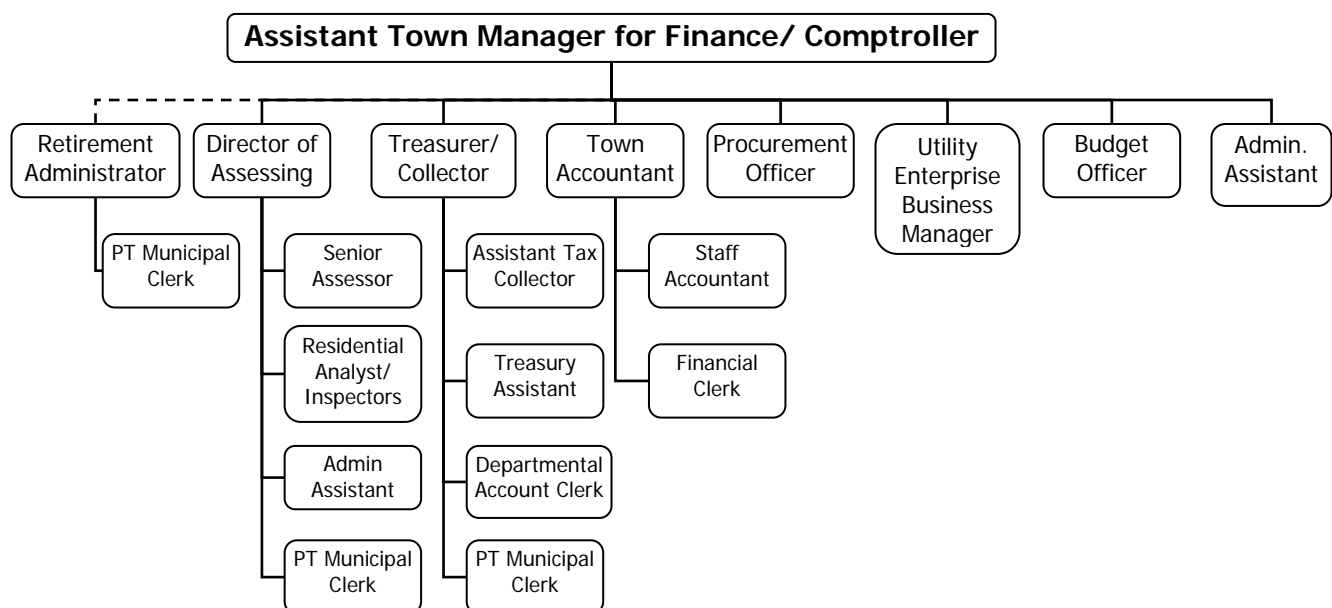
1. Administer a 6-year, cyclical annual inspection program for interior and exterior inspection and comply with requirements of the DOR pertaining to the FY18 triennial recertification of values
2. Develop a protocol for regular data entry of permits and deeds into Vision to mitigate backlogs
3. Embark on cross-training program among Assessing Department employees to promote staff capacity at all times, possibly including re-organizing staff functions
4. Activate GIS functionality in Vision software and train staff in its use.

Comptroller:

1. Implement general billing for miscellaneous receivables.

Treasurer/Collector:

1. Bid bill printing services.
2. Develop tax foreclosure policy recommendation.
3. Explore online access to individual property tax accounts.



8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Element 8410: Comptroller				
Asst. Town Manager for Finance/Comptroller	1	1	1	1
Town Accountant	1	1	1	1
Staff Accountant	1	1	1	1
Procurement Officer	1	1	1	1
Financial Clerk	1	1	1	1
Budget Officer	1	1	1	1
Administrative Assistant	0.4	0.4	0.4	0.4
sub-total FTE	6.40	6.40	6.40	6.40
sub-total FT/PT	6 FT / 1PT	6 FT / 1PT	6 FT / 1PT	6 FT / 1 PT
Element 8420: Treasurer/Collector				
Treasurer/Collector	1	1	1	1
Assistant Tax Collector	1	1	1	1
Treasury Assistant	1	1	1	1
Account Clerk	1	1	1	1
Municipal Clerk	0.46	0.46	0.46	0.46
sub-total FTE	4.46	4.46	4.46	4.46
sub-total FT/PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT	4 FT/1 PT
Element 8430: Assessor				
Director of Assessing	1	1	1	1
Senior Assessor	1	1	1	1
Residential Analyst/Inspector	2	2	2	2
Administrative Assistant	1	1	1	1
Municipal Clerks	0.60	0.60	0.60	1.10
sub-total FTE	5.60	5.60	5.60	6.10
sub-total FT/PT	5FT/2PT	5FT/2PT	5FT/2PT	5FT/3PT
Element 8440: Utility Billing				
Utility Enterprise Business Manager	1	1	1	1
sub-total FTE	1.00	1.00	1.00	1.00
sub-total FT/PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT	1 FT/0 PT
Total FTE	17.46	17.46	17.46	17.96
Total FT/PT	16 FT/3 PT	16 FT/3 PT	16 FT/3 PT	16 FT/ 3 PT

8400 Finance

Budget Recommendations:

The FY2016 recommended Finance Department budget is 1,803,933. The recommended budget is a \$15,868, or 0.89% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended budget for Compensation is \$1,341,058, and reflects a \$48,968, or 3.79% increase, which is attributable to the cost of contractually obligated step increases, cost-of-living increases for personnel covered by a collective bargaining agreement that expires on 6/30/16, and a program improvement for additional part-time staff in the Assessors' Office. FY16 Compensation does not include any estimate of prospective cost of living increases for personnel whose contracts expire on 6/30/15. Funds for prospective increases cost of living increases for these personnel are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$462,875 and reflects a \$33,100, or 6.67% decrease which is a net change primarily driven by a \$38,000 reduction in banking fees as a result of a competitive procurement conducted in the fall of 2014.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
Part-Time Clerical Staff - Assessors' Office	\$ 18,444	\$ 282	\$ 18,726	\$ 18,444	\$ 282	\$ 18,726	\$ -

8400 Finance

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Recommended	Dollar Increase	Percent Increase
Tax Levy	\$ 1,264,701	\$ 1,347,930	\$ 1,544,171	\$ 1,542,468	\$ (1,703)	-0.11%
Enterprise Funds (Indirects)	\$ 238,780	\$ 231,079	\$ 203,214	\$ 223,945	\$ 20,731	10.20%
Fees & Charges	-	-	-	-	-	-
Charges for Services	\$ 49,005	\$ 47,765	\$ 40,680	\$ 37,520	\$ (3,160)	-7.77%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,788,065	\$ 1,803,933	\$ 15,868	0.89%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 1,168,140	\$ 1,251,874	\$ 1,292,090	\$ 1,341,058	\$ 48,968	3.79%
Expenses	\$ 384,346	\$ 374,901	\$ 495,975	\$ 462,875	\$ (33,100)	-6.67%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,788,065	\$ 1,803,933	\$ 15,868	0.89%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8410 Comptroller	\$ 595,247	\$ 632,251	\$ 657,513	\$ 672,277	\$ 14,764	2.25%
Total 8420 Treasurer/Collector	\$ 373,364	\$ 390,489	\$ 415,254	\$ 379,892	\$ (35,362)	-8.52%
Total 8430 Assessing	\$ 512,924	\$ 528,568	\$ 641,168	\$ 677,064	\$ 35,896	5.60%
Total 8440 Utility Billing	\$ 70,951	\$ 75,467	\$ 74,130	\$ 74,700	\$ 570	0.77%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,788,065	\$ 1,803,933	\$ 15,868	0.89%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 1,168,140	\$ 1,251,874	\$ 1,292,090	\$ 1,341,058	\$ 48,968	3.79%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	-
Personal Services	\$ 1,168,140	\$ 1,251,874	\$ 1,292,090	\$ 1,341,058	\$ 48,968	3.79%
Contractual Services	\$ 342,254	\$ 329,199	\$ 445,865	\$ 413,665	\$ (32,200)	-7.22%
Utilities	\$ 1,350	\$ 5,901	\$ 2,070	\$ 2,070	\$ -	0.00%
Supplies	\$ 40,213	\$ 39,800	\$ 48,040	\$ 47,140	\$ (900)	-1.87%
Small Capital	\$ 529	\$ -	\$ -	\$ -	\$ -	-
Expenses	\$ 384,346	\$ 374,901	\$ 495,975	\$ 462,875	\$ (33,100)	-6.67%
Total 8400 Finance	\$ 1,552,486	\$ 1,626,774	\$ 1,788,065	\$ 1,803,933	\$ 15,868	0.89%

Note: The FY2014 Appropriation reflects the transfer of \$40,000 from Compensation to Personal Services, approved at the November 2013 Special Town Meeting.

Mission: The Town Clerk is the keeper of records for the Town. The Office of the Town Clerk is the primary repository of official documents for the Town, and the custodian of and recording office for official Town and vital records. Responsibilities include issuing marriage licenses, recording vital statistics, issuing dog licenses, registering businesses, and conducting the annual Town Census. The Town Clerk's Office conducts elections in conformance with State and local laws and, with the Board of Registrars, processes voter registrations and certifications. The Office of the Town Clerk reports to the Chief Information Officer (Information Services – 8600).

Budget Overview: The four elements comprising the Office of the Town Clerk include Town Clerk Administration, Registration, Elections, and Archives & Records Management.

Town Clerk Administration: The Town Clerk acts as the Town's recording officer, registrar of vital statistics, and chief election official. The Town Clerk is the official record-keeper of town meeting, certifies Town Meeting by-laws, appropriations and other official actions, signs notes for borrowing, and certifies official documents. The Town Clerk also registers all vital events within Lexington, records and preserves birth, marriage and death records to provide a basis for the Commonwealth's central vital records system and serves as Burial Agent. The Town Clerk is the keeper of the seal, administers the oath of office to elected and appointed members of boards and committees, maintains records of adopted municipal codes, regulations, bylaws, oaths of office, resignations, appointments, and submits general bylaws and zoning bylaws to the Attorney General for approval. The Town Clerk's office issues licenses and permits and serves as the central information point for residents.

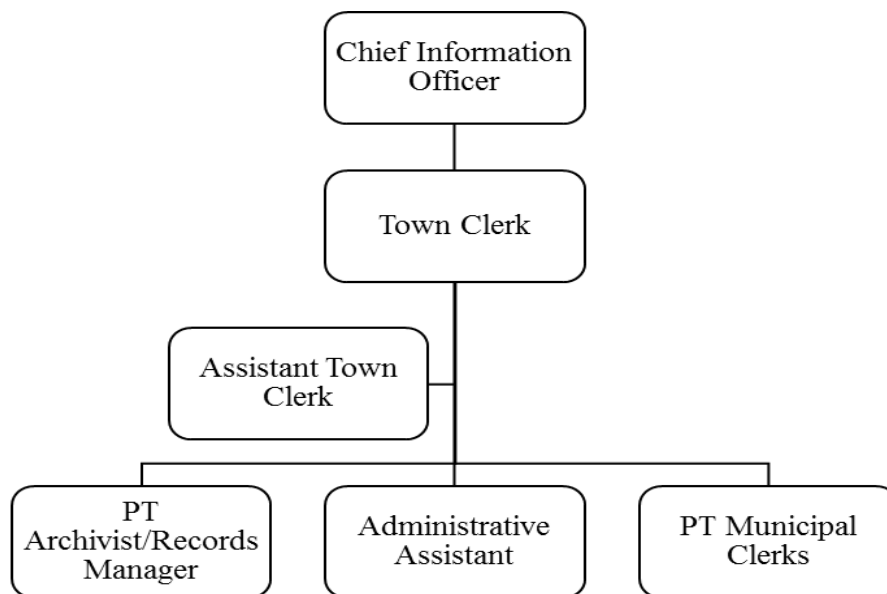
Registration: Registrars, appointed by the Board of Selectmen, are responsible for promoting voter registration, maintaining voter records, and ruling on voter eligibilities. Stipends for the Board of Registrars remain level funded. Annual voter confirmations are conducted in accordance with State statute. The Annual Town Census and the publishing of the List of Residents is funded through this element.

Elections: Elections includes administration of local, state and national elections along with the monitoring of candidate certifications and referenda and initiative petitions. Staff provide information on campaign finance law, election procedures, ballot initiatives, and voter information. Election preparations are coordinated with, and with support from, various town departments including Public Works, Public Facilities, Police, and School personnel.

Archives & Records Management: This element addresses inventory and retention of records and documents, proper maintenance and storage of records, preservation of documents, and public access to public records and information. A part-time Archivist/Records Manager is responsible for conserving, preserving, digitizing and cataloging Lexington's historic documents and records.

Departmental Initiatives:

1. Continued development of coordinated Archives & Records Management Program;
2. Enhancement and further implementation of Laserfiche Document Imaging System for records retention, electronic access, and archives/records portal.
3. Ongoing review of town/state/federal elections with statutory requirements to provide legal and accessible elections to Lexington voters, while identifying potential location/building issues due to municipal and school construction projects.
4. Implementation of the Commonwealth of Massachusetts Electronic Vital Records Systems for births and deaths.



Authorized/Appropriated Staffing

	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Request
Town Clerk	1	1	1	1
Assistant Town Clerk	1	1	1	1
Administrative Assistant	1	1	1	1
Information Specialist	0	0	0	0
Municipal Clerk	0.91	0.91	1.03	1.03
Archivist/Records Manager	0.46	0.46	0.46	0.46
Total FTE	4.37	4.37	4.49	4.49

Total FT/PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT	3 FT/ 3 PT
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8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Recommendations:

The FY2016 recommended Town Clerk budget is \$436,604, which is a \$47,463, or 9.81% decrease from the FY2015 budget.

The budget for Compensation is \$327,229 and reflects a \$35,763, or 9.85% decrease, which is attributable to reduced election official staffing due to fewer elections and current salary of the newly hired Town Clerk position. With the exception of the Town Clerk's position, which is governed by a collective bargaining agreement that expires on June 30, 2016, other salaries are increasing by contractually obligated step increases only under a contract that expires on June 30, 2015, and do not include any estimate of prospective cost of living increases or prospective contract settlements. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The budget for Expenses is \$109,375 and reflects an \$11,700, or 9.66% decrease which is driven primarily by the decrease in the number of elections in FY2016 from 3 to 2, the annual town election and the Presidential Primary, both scheduled for March, 2016. The FY2016 budget includes funding for the ongoing support for the electronic voting system acquired in FY2014 for Town Meeting.

Program Improvement Requests:

	Request			Recommended			
	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total Requested	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Description							Not Recommended
None Requested			\$ -	\$ -	\$ -	\$ -	\$ -

8500 Town Clerk

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY 2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 369,309	\$ 388,674	\$ 409,037	\$ 360,121	\$ (48,915)	-11.96%
Enterprise Funds (Indirects)	\$ -	\$ -	\$ -	\$ -	\$ -	-
Directed Funding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fees: Town Clerk	\$ 37,629	\$ 33,151	\$ 31,100	\$ 31,100	\$ -	0.00%
Licenses & Permits: Town Clerk	\$ 46,480	\$ 48,595	\$ 43,930	\$ 45,383	\$ 1,453	3.31%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 436,604	\$ (47,463)	-9.81%

Appropriation Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 337,600	\$ 347,171	\$ 362,992	\$ 327,229	\$ (35,763)	-9.85%
Expenses	\$ 115,818	\$ 123,249	\$ 121,075	\$ 109,375	\$ (11,700)	-9.66%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 436,604	\$ (47,463)	-9.81%

Program Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8510 Town Clerk Administration	\$ 272,684	\$ 289,688	\$ 300,192	\$ 277,257	\$ (22,934)	-7.64%
Total 8520 Board of Registrars	\$ 15,824	\$ 15,316	\$ 16,825	\$ 16,825	\$ -	0.00%
Total 8530 Elections	\$ 132,779	\$ 127,985	\$ 120,450	\$ 94,850	\$ (25,600)	-21.25%
Total 8540 Records Management	\$ 32,131	\$ 37,431	\$ 46,600	\$ 47,671	\$ 1,071	2.30%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 436,604	\$ (47,463)	-9.81%

Object Code Summary	FY 2013 Actual	FY 2014 Actual	FY2015 Appropriation	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 332,435	\$ 341,458	\$ 359,992	\$ 324,229	\$ (35,763)	-9.93%
Overtime	\$ 5,165	\$ 5,713	\$ 3,000	\$ 3,000	\$ -	0.00%
<i>Personal Services</i>	<i>\$ 337,600</i>	<i>\$ 347,171</i>	<i>\$ 362,992</i>	<i>\$ 327,229</i>	<i>\$ (35,763)</i>	<i>-9.85%</i>
Contractual Services	\$ 105,664	\$ 85,802	\$ 107,850	\$ 95,600	\$ (12,250)	-11.36%
Utilities	\$ 1,524	\$ 1,830	\$ 3,000	\$ 3,500	\$ 500	16.67%
Supplies	\$ 10,130	\$ 9,891	\$ 10,025	\$ 10,075	\$ 50	0.50%
Small Capital	\$ (1,500)	\$ 25,726	\$ 200	\$ 200	\$ -	0.00%
Expenses	\$ 115,818	\$ 123,249	\$ 121,075	\$ 109,375	\$ (11,700)	-9.66%
Total 8500 Town Clerk	\$ 453,418	\$ 470,420	\$ 484,067	\$ 436,604	\$ (47,463)	-9.81%

Note: The FY2014 Appropriation includes supplemental appropriations of \$29,300 to Compensation and \$25,200 to Expenses for the costs of Special Congressional Elections in calendar year 2013.

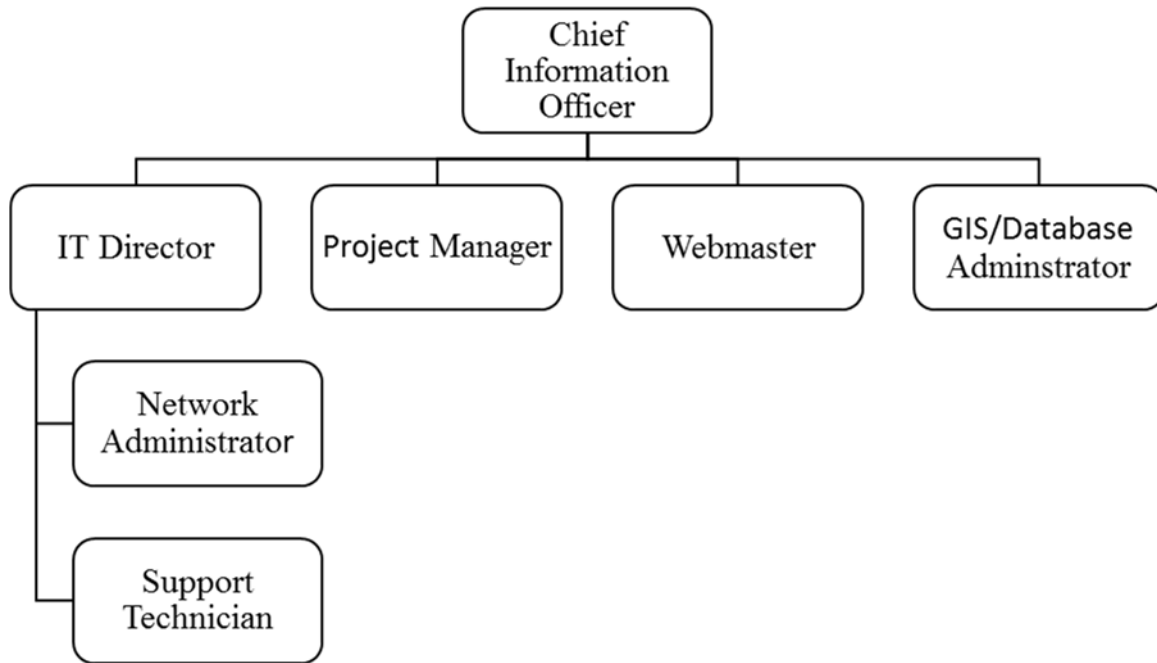
8600 Information Services Department*Town of Lexington, Massachusetts*

Mission: The Information Services Department (formerly the Information Technology Department) provides information technology services and resources to all Town staff, including accounting and payroll applications, along with other core technology related services for municipal and school departments.

Budget Overview: The Information Services Department (IS) supports, maintains and manages the Town's information technology systems (hardware, software and web sites) that are critical elements of service delivery and program management for all of the Town's departmental operations. Services provided include: hardware and software support for all information technology activities in all municipal operations; training of end users; maintenance of financial management hardware and software (MUNIS) that serves town and school departments; electronic mail and internet access; support of the Town's website on the internet and intranet; voice over internet protocol (VoIP) infrastructure and applications; head end management and support; and co-management, with School Department Information Technology staff, of the Town's metropolitan area network that connects 27 town and school buildings.

Departmental Initiatives:

1. Maintain stable and secure local area and wide area networks.
2. Improve network and services resiliency through installation of redundant network pathways and failover servers.
3. Expand wireless capability to additional municipal buildings
4. Empower staff mobility and efficiency via new technology.
5. Manage self service enhancements and improvements for Town employees and residents including on-line permitting, improved on-line document management and resources.
6. Reduce technology energy burden via 'green' initiatives.
7. Introduce VoIP phone systems to more buildings
8. Develop GIS based improvements, including meeting new state GIS standards and delivering GIS on-line with improved function and information.
9. Provide quality and responsive IS support and service to all staff
10. Provide on-going technology related training and support to employees.
11. Update and support Town website capabilities for departments and users.
12. Introduce opportunities to engage citizens via social media and mobile applications.



Authorized/Appropriated Staffing:

	FY2013 Budget	FY2014 Budget	FY2015 Budget	FY2016 Request
Chief Information Officer	0	0	1	1
Director, Information Technology	1	1	1	1
Project Manager ¹	0	0	0	1.8
Network Administrator	1	1	1	1
GIS/Database Administrator	1	1	1	1
Application Administrator				1
Support Technician	1	1	1	1
Webmaster	1	1	1	2
Total FTE	5	5	6	9.8

Total FTE	5FT	5FT	6FT	9FT/1PT
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¹ One Project Manager position was transferred from the Town Managers Office to the Information Services Department in FY2015. The funding remained in the TMO budget for FY2015 and will be transferred to the IS budget in FY2016. This position will also be reduced to a 0.8 FTE. An additional full-time Project Manager added for FY2016 will be 80% funded by the new Public Safety Software System planned for FY2016.

Budget Recommendations:

The FY2016 recommended Information Services budget is \$1,702,563. The recommended budget is a \$478,413, or 39.08% increase over the restated FY2015 budget. The budget is restated to reflect cost of living increases that were not included in the FY2015 budget as adopted at the 2014 annual town meeting.

The recommended budget for Compensation is \$752,113, and reflects a \$278,913, or 58.94% increase, which reflects the addition of three new Information Services department staff positions, plus the transfer of one position formerly in the Town Manager's Office; adjustments in compensation due to employee contractual settlements and prospective step increases; cell phone stipends and a slight increase in overtime compensation. (Note that in FY16, it is recommended that 80% of the salary of the recommended project manager position be funded in the recommended capital project budget for the implementation of new Public Safety software.) FY16 Compensation does not include any estimate of prospective cost of living increases for contracts that expire on 6/30/15. Funds for prospective increases are budgeted for in the Salary Adjustment account within the Town Manager's budget.

The recommended budget for Expenses is \$950,450 and reflects a \$199,500, or 26.57% increase. Major factors driving the increases are:

- New application support contracts for newly implemented applications including the Town wide VoIP telephone system, building wireless installations, Town web site hosting costs, and a meeting agenda management system. Existing software support increases are attributable to the complete implementation of the Town's on-line permitting system and existing maintenance contract increases.
- Increase in combined IS Administration and Web Development Contract Services reflecting the transfer of responsibility of phone system support services contracts, several application upgrades (financial management, property valuation and VMWare (virtualization software) and the scheduling of annual critical application audits.
- Increase in Utilities reflecting an increase due to the transfer of responsibility for utilities related to new VoIP phone systems from the Facilities Department to IS, and funding for redundant bandwidth.

8600 Information Services Department

Program: General Government
Town of Lexington, Massachusetts

Budget Summary:

Funding Sources	FY 2013 Actual	FY2014 Actual	FY2015 Estimated	FY2016 Projected	Dollar Increase	Percent Increase
Tax Levy	\$ 855,529	\$ 928,726	\$ 1,167,401	\$ 1,644,111	\$ 476,710	40.84%
Enterprise Funds (Indirects)	\$ 60,150	\$ 58,558	\$ 56,750	\$ 58,453	\$ 1,703	3.00%
Total 8600 Information Services	\$ 915,679	\$ 987,284	\$ 1,224,151	\$ 1,702,563	\$ 478,413	39.08%

Appropriation Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Compensation	\$ 283,387	\$ 355,598	\$ 473,201	\$ 752,113	\$ 278,913	58.94%
Expenses	\$ 632,292	\$ 631,686	\$ 750,950	\$ 950,450	\$ 199,500	26.57%
Total 8600 Information Services	\$ 915,679	\$ 987,284	\$ 1,224,151	\$ 1,702,563	\$ 478,413	39.08%

Program Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Total 8610 IT Administration	\$ 901,564	\$ 974,307	\$ 1,181,451	\$ 1,702,563	\$ 521,113	44.11%
Total 8620 Web Development	\$ 14,115	\$ 12,977	\$ 42,700	\$ -	\$ (42,700)	-100.00%
Total 8600 Information Services	\$ 915,679	\$ 987,284	\$ 1,224,151	\$ 1,702,563	\$ 478,413	39.08%

Object Code Summary	FY 2013 Actual	FY2014 Actual	FY2015 Restated	FY2016 Recommended	Dollar Increase	Percent Increase
Salaries & Wages	\$ 282,886	\$ 353,511	\$ 470,701	\$ 749,113	\$ 278,413	59.15%
Overtime	\$ 501	\$ 2,087	\$ 2,500	\$ 3,000	\$ 500	20.00%
Personal Services	\$ 283,387	\$ 355,598	\$ 473,201	\$ 752,113	\$ 278,913	58.94%
Contractual Services	\$ 470,780	\$ 443,188	\$ 548,350	\$ 700,500	\$ 152,150	27.75%
Utilities	\$ 1,808	\$ 1,800	\$ 28,100	\$ 80,200	\$ 52,100	185.41%
Supplies	\$ 18,585	\$ 32,273	\$ 19,500	\$ 24,250	\$ 4,750	24.36%
Small Capital	\$ 141,119	\$ 154,425	\$ 155,000	\$ 145,500	\$ (9,500)	-6.13%
Expenses	\$ 632,292	\$ 631,686	\$ 750,950	\$ 950,450	\$ 199,500	26.57%
Total 8600 Information Services	\$ 915,679	\$ 987,284	\$ 1,224,151	\$ 1,702,563	\$ 478,413	39.08%

Program Improvement Requests:

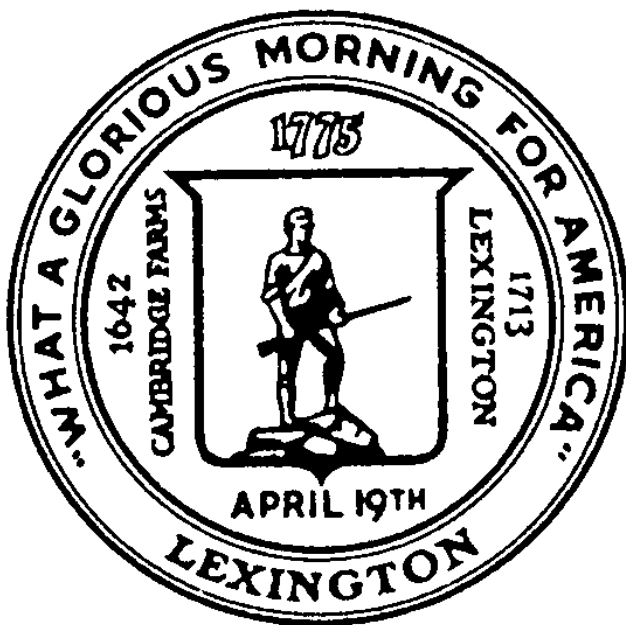
Description	Request			Recommended*			Not Recommended
	Salaries and Expenses	Benefits (to be budgeted in Shared Expenses)	Total Requeste d	Salaries and Expenses	Benefits (to be budgeted under Shared Expenses)	Total	
Webmaster/Web Designer	\$ 74,367	\$ 14,809	\$ 89,176	\$ 74,367	\$ 14,809	\$ 89,176	\$ -
IT Project Manager ¹	\$ 74,367	\$ 14,809	\$ 89,176	\$ 74,367	\$ 14,809	\$ 89,176	\$ -
Application Administrator	\$ 74,367	\$ 44,426	\$ 118,793	\$ 74,367	\$ 44,426	\$ 118,793	\$ -

¹ In FY 16, 80% of this position's time will be devoted to the implementation of the new Public Safety Software system proposed in the FY 16 capital budget. Therefore, 80% of salary is included in the recommended capital budget for this project.

*Recommended amounts shown above are incorporated into the Budget Summary as well as the Authorized/Appropriated staffing table.

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Section XI: Capital Investment



Section XI: Capital Investment

INTRODUCTION

A crucial aspect of the Town's operations, from providing services to its residents and businesses to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets. These assets include streets, water mains, parks, buildings, large equipment and technology. They must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish. The Town's five-year Capital Improvements Program and annual Capital Budget are developed to ensure adequate capital investment in the Town's assets.

DEFINITION OF CAPITAL PROJECTS

A capital project is defined as a major, non-recurring expenditure that generally meets all of the following criteria:

- Massachusetts General Laws permit the Town to issue bonds to finance the expenditure;
- The expenditure is \$25,000 or more;
- The expenditure will have a useful life of 10 years or more for buildings or building components and 5 years for vehicles and equipment; and
- Planning, engineering, or design services may be considered capital when such services are integral to a construction, renewal, or replacement project that meets the criteria for a capital expenditure.

CAPITAL POLICY FRAMEWORK

The FY2016 Capital Budget was developed within the capital policy framework initially adopted by the Board of Selectmen in 1991, and subsequently amended in 2006 and 2009 to ensure adequate planning and funding for capital investment, particularly cash capital projects within the general fund. This capital investment strategy includes the following major elements:

- Multi-year planning for capital investment;
- Debt exclusions for major capital projects; and
- Ensuring sufficient operating budget resources for maintaining capital assets.

FIVE-YEAR CAPITAL PROGRAM

Five-year capital improvement planning has been part of Lexington's budget development process for many years. Multi-year planning allows proper staging and sequencing of capital projects to smooth financing plans and to make funding needs more predictable. Capital investment requirements can vary, involving unique large projects such as a fire vehicle or a school building. Other capital investment needs are recurring such as the annual program to resurface roadways.

The five-year Capital Improvement Program includes all anticipated capital projects identified by school and municipal departments over the next five years.

The following are potential funding sources for financing the Town's capital investments:

- **Cash Financing** – The Town regularly appropriates available funds (i.e., cash financing) from the general and enterprise funds to finance certain capital investment projects. Examples of available funds are unreserved fund balance (free cash), tax levy, enterprise fund retained earnings, specialized stabilization funds and, when available, unexpended balances of prior years' capital articles.
- **Debt** – The Town has traditionally financed large dollar value capital projects with debt. Depending upon the project, the debt service resulting from debt-funded capital projects can be financed from a variety of sources including the General Fund (either within the Levy Limit or from a voter approved Proposition 2 ½ debt exclusion), Enterprise and Revolving Funds or the Community Preservation Fund (see discussion of the CPA below).
- **Other Sources** – The Town uses dedicated state aid and grant funding to finance capital investment when these funds are available.
- **Community Preservation Act (CPA) Funds** – Beginning in FY07, following voter approval, the Town began to assess a Community Preservation Surcharge of 3% of the property tax levied against all taxable real property. For owners of residential property, the assessed value used to calculate the surcharge is net of a \$100,000 residential exemption. Community Preservation funds can be used for those purposes defined by the Community Preservation Act, MGL Ch. 44B. Such purposes include the acquisition and preservation of open space, the creation and support of community (affordable) housing, the acquisition and preservation of historic resources, and the creation and support of recreational facilities. Beginning in FY08, the Town began to receive State matching funds to supplement the local surcharge. Receipts for FY16 from the surcharge and state matching funds are preliminarily estimated at \$5 million.

FY 2016 CAPITAL FINANCING STRATEGY

The proposed financing plan for the recommended FY2016 capital budget is shown in the table below.

Capital Requests Summary				
	Free Cash/Tax Levy	Other Financing Sources ¹	Debt	Total
General Fund	\$ 4,871,905	\$ -	\$ 18,687,025	\$ 23,558,929
Chapter 90/Other Funding	\$ -	\$ 1,135,605		\$ 1,135,605
Water Enterprise	\$ -	\$ 1,015,500	\$ -	\$ 1,015,500
Sewer Enterprise	\$ -	\$ 1,390,500	\$ 1,200,000	\$ 2,590,500
Recreation Enterprise	\$ -	\$ 261,500	\$ -	\$ 261,500
Compost Revolving Fund	\$ -	\$ -	\$ 690,000	\$ 690,000
Community Preservation Act ²	\$ -	\$ 2,540,601	\$ -	\$ 2,540,601
Total (all Funds)	\$ 4,871,905	\$ 6,343,706	\$ 20,577,025	\$31,792,635
¹ Chapter 90/Other Funding includes \$961,105 in Chapter 90 Aid for street improvements, \$57,000 in PEG Access Revolving Fund monies for Cary Memorial wireless nodes, \$82,500 from the School Food Service Revolving Fund for cafeteria equipment at LHS, and \$35,000 from the Cemetery Fund for the assessment of the building at the Westview Cemetery.				
² Includes both Town and non-Town CPA funded projects.				

The following table, FY2016 Recommended Capital Budget, lists all FY2016 projects recommended by the Town Manager for consideration and their estimated costs by program area and funding source. The Capital Expenditures Committee has also been evaluating these requests and will issue a report and recommendations to Town Meeting.

FY 2016 Recommended Capital Budget			
Department	Project Description	Recommendation	Requested Funding Source(s)
<i>Community Development</i>	Conservation Meadows Preservation Program	\$ 26,400	CPA
<i>Community Development</i>	Lower Vine Brook Paved Recreation Path Reconstruction	\$ 369,813	CPA
<i>Community Development</i>	Acquisition of Wright Farm - Parcel 2	\$ 755,000	CPA
<i>Economic Development</i>	Grain Mill Alley Additional Design	\$ 18,000	CPA
Total Community/Economic Development		\$ 1,169,213	
<i>Fire & Rescue</i>	Fire Pumper	\$ 500,000	GF Debt
<i>Police/Fire & Rescue</i>	Police/Fire Dispatching and Records Software	\$ 705,900	GF Debt/Free Cash
<i>Police</i>	Parking Meter Replacement	\$ 500,000	Debt/Parking Meter Fund
<i>Fire & Rescue</i>	Public Safety Radio Stabilization, Phase 1	\$ 90,000	Free Cash
<i>Police</i>	Design/Engineering - Firing Range at Hartwell Ave. Site	\$ 50,000	Free Cash
Total Public Safety		\$ 1,845,900	
<i>Rec. & Community Programs</i>	Lincoln Park Field Improvements	\$ 650,000	GF Debt/Recreation RE/CPA
<i>Rec. & Community Programs</i>	Park and Playground Improvements	\$ 68,000	CPA
<i>Rec. & Community Programs</i>	Park Improvements - Athletic Fields	\$ 85,000	CPA
<i>Rec. & Community Programs</i>	Park and Playgrounds ADA Accessibility Study	\$ 78,000	CPA
<i>Rec. & Community Programs</i>	Park Improvements- Hard Court Resurfacing	\$ 55,000	CPA
<i>Rec. & Community Programs</i>	Pine Meadows Equipment	\$ 68,000	Recreation RE
Total Culture and Recreation		\$ 1,004,000	
<i>Public Facilities</i>	Middle School Space Mining	\$ 674,000	GF Debt
<i>Public Facilities</i>	Clarke Middle School Circulation and Parking Improvements, Design	\$ 363,000	GF Debt
<i>Public Facilities</i>	LHS Phase 2 Overcrowding/Completion	\$ 90,200	GF Debt
<i>Public Facilities</i>	Major Mechanical/Electrical Systems' Replacement	\$ 463,000	GF Debt
<i>Public Facilities</i>	Lexington Public School' Educational Capacity Increase - Short and Long Term	\$ 4,080,000	GF Debt
<i>Public Facilities</i>	LHS Heating Systems Upgrade Phases 2 & 3 - Design 2	\$ 150,000	GF Debt
<i>Public Facilities</i>	School Building Envelope and Systems	\$ 210,000	Free Cash
<i>Public Facilities</i>	Municipal Building Envelope and Systems	\$ 182,760	Tax Levy
<i>Public Facilities</i>	School Building Flooring Program	\$ 125,000	Free Cash
<i>Public Facilities</i>	School Paving Program	\$ 150,000	Free Cash
<i>Public Facilities</i>	School Interior Painting Program	\$ 133,425	Free Cash
<i>Public Facilities</i>	Public Facilities Bid Documents	\$ 75,000	Free Cash
<i>Public Facilities</i>	Diamond Middle School Lighting to Rear Parking Lot	\$ 77,000	Free Cash
<i>Public Facilities</i>	Security Camera Upgrade	\$ 38,500	Free Cash
<i>Public Facilities</i>	Cary Memorial Building Sidewalk Enhancement	\$ 194,200	CPA
<i>Public Facilities</i>	Community Center Sidewalk Design	\$ 50,000	CPA
<i>Public Facilities</i>	Cary Memorial Bldg Records Center Shelving	\$ 75,398	CPA
<i>Public Facilities</i>	Supplemental Appropriation - LHS Modulers	\$ 350,000	GF Debt
Total Public Facilities Department		\$ 7,481,483	

FY 2016 Recommended Capital Budget (continued)			
Department	Project Description	Recommendation	Requested Funding Source(s)
Public Works	Center Streetscape Improvements - Phase I	\$ 2,700,000	GF Debt
Public Works	DPW Equipment	\$ 1,270,000	GF Debt/Free Cash/Water RE/Wastewater RE/Compost Revolving Fund Debt
Public Works	Storm Drainage Improvements and NPDES compliance	\$ 340,000	GF Debt/Free Cash
Public Works	Comprehensive Watershed Storm Water Management Study and Implementation	\$ 390,000	GF Debt
Public Works	Sidewalk Improvements, Additions and Design	\$ 600,000	GF Debt
Public Works	Town Wide Culvert Replacement	\$ 390,000	GF Debt/CPA
Public Works	Town-wide Signalization Improvements	\$ 125,000	GF Debt
Public Works	Hartwell Avenue Infrastructure Improvements	\$ 4,750,000	GF Debt
Public Works	Street Improvements	\$ 3,231,250	Tax Levy/Chapter 90
Public Works	Bikeway Bridge Repairs, Engineering	\$ 10,000	Free Cash
Public Works	Hastings Park - Undergrounding of Wires	\$ 300,000	Free Cash
Public Works	Hydrant Replacement Program	\$ 150,000	Free Cash/Water RE
Public Works	Pump Station Upgrades	\$ 1,350,000	Wastewater RE
Public Works	Water Distribution System Improvements	\$ 900,000	Water RE
Public Works	Battle Green Streetscape Improvements	\$ 200,000	Free Cash/CPA
Public Works	Minuteman Bikeway Wayfinding Signs	\$ 39,000	CPA
Public Works	Westview Cemetery Building Assessment	\$ 35,000	Cemetery Fund
Public Works	Sanitary Sewer System Investigation and Improvements	\$ 1,200,000	Wastewater Debt
Total Public Works Department		\$ 17,980,250	

CAPITAL PLAN BY FINANCING SOURCE

The following pages include tables that show the recommended FY2016 capital projects by financing source:

General fund debt;
Wastewater fund debt;
Proposition 2 ½ excluded debt
Cash capital (i.e., current revenue).

Each debt-related table includes the projected debt service impact of recommended projects, actual debt service on debt authorized and issued, and projected debt service on debt authorized and unissued. Finally, each table is accompanied by a written description of each recommended project.

FY2016 RECOMMENDED PROJECTS - GENERAL FUND DEBT (Table I)

Town of Lexington - FY 2016 Budget FY 2016 Manager's Recommended Budget: Capital Projects											
TABLE I: FY2016 RECOMMENDED PROJECTS - GENERAL FUND DEBT											
		AMOUNT FINANCED	TERM	INTEREST RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
MUNICIPAL PROJECTS											
1	Fire Pumper ¹	\$ 500,000	5	4.0%		0.0%	\$ 10,000	\$ -	\$ -	\$ -	
2	Police/Fire Dispatching and Records Software (\$705,900)	\$ 398,400	5	4.0%		\$ 7,968	\$ 95,616	\$ 92,429	\$ 89,242	\$ 86,054	
3	Center Streetscape Improvements - Phase I	\$ 2,700,000	10	4.0%		\$ 54,000	\$ 378,000	\$ 367,200	\$ 356,400	\$ 345,600	
4	DPW Equipment Replacement (\$1,270,000)	\$ 399,000	10	4.0%		\$ 7,980	\$ 55,860	\$ 54,264	\$ 52,668	\$ 51,072	
5	Storm Drainage Improvements and NPDES compliance (\$340,000)	\$ 114,425	10	4.0%		\$ 2,289	\$ 16,020	\$ 15,562	\$ 15,104	\$ 14,646	
6	Comprehensive Watershed Storm Water Management Study and Implementation	\$ 390,000	10	4.0%		\$ 7,800	\$ 54,600	\$ 53,040	\$ 51,480	\$ 49,920	
7	Sidewalk Improvements, Additions and Design	\$ 600,000	5	4.0%		\$ 12,000	\$ 144,000	\$ 139,200	\$ 134,400	\$ 129,600	
8	Town Wide Culvert Replacement (\$390,000)	\$ 100,000	10	4.0%		\$ 2,000	\$ 14,000	\$ 13,600	\$ 13,200	\$ 12,800	
9	Town-wide Signalization Improvements	\$ 125,000	5	4.0%		\$ 2,500	\$ 30,000	\$ 29,000	\$ 28,000	\$ 27,000	
10	Hartwell Avenue Infrastructure Improvements	\$ 4,750,000	10	4.0%		\$ -	\$ 95,000	\$ 665,000	\$ 646,000	\$ 627,000	
11	Lincoln Park Field Improvements (\$650,000)	\$ 236,500	10	4.0%		\$ 4,730	\$ 33,110	\$ 32,164	\$ 31,218	\$ 30,272	
12	Parking Meter Replacement	\$ 500,000	5	4.0%		\$ 10,000	\$ 120,000	\$ 116,000	\$ 112,000	\$ 108,000	
Subtotal		\$ 10,813,325				\$ 111,266	\$ 1,046,205	\$ 1,577,459	\$ 1,529,712	\$ 1,481,965	
FACILITIES PROJECTS											
1	Middle School Space Mining	\$ 674,000	10	4.0%		\$ 13,480	\$ 94,360	\$ 91,664	\$ 88,968	\$ 86,272	
2	Clarke Middle School Circulation and Parking Improvements, Design ²	\$ 363,000	5	4.0%		\$ 7,260	\$ -	\$ -	\$ -	\$ -	
3	LHS Phase 2 Overcrowding/Completion	\$ 90,200	5	4.0%		\$ 1,804	\$ 21,648	\$ 20,926	\$ 20,205	\$ 19,483	
4	Major Mechanical/Electrical Systems' Replacement	\$ 463,000	5	4.0%		\$ 9,260	\$ 111,120	\$ 107,416	\$ 103,712	\$ 100,008	
5	Supplemental - LHS modulars	\$ 350,000	5	4.0%		\$ 7,000	\$ 84,000	\$ 81,200	\$ 78,400	\$ 75,600	
6	Lexington Public School Educational Capacity Increase - Short and Long Term ²	\$ 4,080,000	5	4.0%		\$ 81,600	\$ -	\$ -	\$ -	\$ -	
7	LHS Heating Systems Upgrade Phases 2 & 3 - Design ²	\$ 150,000	10	4.0%		\$ 3,000	\$ -	\$ -	\$ -	\$ -	
Subtotal		\$ 6,170,200				\$ 123,404	\$ 311,128	\$ 301,206	\$ 291,285	\$ 281,363	
SCHOOL PROJECTS											
1	School Furniture, Equipment & Systems Program (\$317,500)	\$ 117,500	5	4.0%		\$ 2,350	\$ 28,200	\$ 27,260	\$ 26,320	\$ 25,380	
2	LPS Technology	\$ 1,378,000	5	4.0%		\$ 27,560	\$ 330,720	\$ 319,696	\$ 308,672	\$ 297,648	
3	Additional Time Clock System Funds	\$ 208,000	5	4.0%		\$ 4,160	\$ 49,920	\$ 48,256	\$ 46,592	\$ 44,928	
Subtotal		\$ 1,703,500				\$ 34,070	\$ 408,840	\$ 395,212	\$ 381,584	\$ 367,956	
TOTAL LEVY SUPPORTED GROSS DEBT SERVICE		\$ 18,687,025				\$ 268,740	\$ 1,766,173	\$ 2,273,877	\$ 2,202,580	\$ 2,131,284	
AUTHORIZED LEVY SUPPORTED DEBT SERVICE											
					FY14	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
A	Subtotal - Approved and Issued Levy Supported Debt Service						\$ 5,175,914	\$ 4,346,546	\$ 3,131,705	\$ 2,485,904	\$ 1,821,341
B	Subtotal - Estimated Debt Service - Approved and Unissued Levy Supported Debt Service (short and long-term debt)						\$ 1,140,377	\$ 2,204,779	\$ 2,110,548	\$ 2,022,318	\$ 1,834,888
C	Summary - Debt Service on authorized debt						\$ 6,316,291	\$ 6,551,325	\$ 5,242,254	\$ 4,508,222	\$ 3,456,229
D	Subtotal - Projected New Levy Supported Net Debt Service						\$ 268,740	\$ 1,766,173	\$ 2,273,877	\$ 2,202,580	\$ 2,131,284
E	Subtotal - Other Debt-related costs						\$ 147,495	\$ 152,658	\$ 158,001	\$ 163,531	\$ 169,254
F	TOTAL - PROJECTED LEVY SUPPORTED DEBT SERVICE				\$ 5,534,823	\$ 6,730,641	\$ 6,732,527	\$ 8,470,156	\$ 7,674,131	\$ 6,874,333	\$ 5,756,767
G	PROPOSED USE OF STABILIZATION FUNDS TO MITIGATE DEBT SERVICE IMPACTS OF LHS MODULAR BUILDINGS CONSTRUCTION PROJECT					\$ (919,000)	\$ (620,567)	\$ (1,943,000)	\$ (830,500)	\$ -	
H	PROJECTED NET LEVY SUPPORTED DEBT SERVICE (ex. Parking Meter Replacement)					\$ 5,811,641	\$ 6,111,960	\$ 6,527,156	\$ 6,843,631	\$ 6,874,333	\$ 5,756,767
¹ It is projected that a bond anticipation note will be issued in February 2016 with interest coming due in FY17 at which time the note will be retired with proceeds from a settlement.											
² As of 2/27/15, the Selectmen have not take a position on these projects. These projects are candidates for funding as exempt debt in which case all future debt service would be financed outside the Proposition 2 1/2 levy limit. If a debt exclusion vote does not approve the projects, bonds for these projects and the projects do not move forward, they would have to be financed within the levy limit and the term for which the deb could be issued would be limited to 5 years less the term used for financing any short term debt for the projects.											

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Municipal Projects

1. Fire Pumper - \$500,000 (General Fund Debt with Debt Service to be Funded with FY16 Free Cash/ Settlement with Manufacturer): This is a request to purchase a new fire pumper to return the department's fleet back to four (4) Pumps. The Town was able to negotiate the return of a defective pumper (Engine 2, purchased in 2010). The cost of this new pumper will come from proceeds from the fire pumper manufacturer. Until this pumper is replaced, the Fire Department will continue to borrow back-up equipment from neighboring communities when the Town's front-line pumps are out-of-service.

2. Police/Fire Dispatching and Records Software – \$705,900 (\$398,400 General Fund Debt and \$307,500 from Free Cash): This project is a joint Police/Fire Capital/Information Services request. In October 1990, the Lexington Police Department purchased CrimeTRACK from MICROsystems of Melrose, MA, a police software package. It is a menu driven system that has been upgraded through the years including a graphic user

interface (with Windows like features). The software allows for tracking police/fire/9-1-1 calls, computer assisted dispatching, central records, tracking of warrants - citations - restraining orders, a report writing system, business-residence records, arrest management, personnel management, scheduling, and more. It was designed to be a fully integrated system linking police and fire operations. The 2004 Public Safety Staffing Review panel reviewed the computer network and recommended replacing the software as it has not met the needs of the Lexington Fire Department almost since it came on-line in 1994. The company has served Lexington well but remains a small operation with the inherent risk of losing the ability to service the system if one or more key members are lost. During 2014, the Fire and Police departments identified a product with a fully integrated police / fire / dispatch software system that is designed in a Windows format and compatible with a robust variety of software/hardware accessories. The product is used by over 300 public safety agencies including Nantucket, MA Police Department. Lexington's current hardware will need to be upgraded to accommodate the new software system to include new servers. This product requires 2-3 days training for basic users and 7-10 days for "power" users and "train the trainer" staff. There will also be costs for converting 24 years of current data from the existing system into the new software. This request include hardware, software, project management and staff training costs.

3. Center Streetscape Improvements-Phase 1 - \$2,700,000 (General Fund Debt):

This project is Phase 1 of a multi-phased request to address pedestrian, bicycle and traffic safety in the Center. As part of the design and analysis work for this project, in FY13 funding was approved for traffic counts and traffic modeling of multiple scenarios and for the design to progress to the 25% stage. The FY15 request of \$600,000 provided funding to complete the design and develop plans and specifications necessary for bidding the project. The construction funding is requested in multiple years. The construction phases will provide for certain pedestrian, bicycle, and vehicular safety improvements, the restoration, removal and replacement of the sidewalk along the northerly side of Massachusetts Avenue from Woburn Street to Harrington Road, streetscape improvement, improved lighting as well as other aspects developed in the Plan. In addition to the restoration of these areas, all of the existing pedestrian corridors and ramps will be brought into ADA compliance. This phase of the project will be for the portion of Massachusetts Avenue from Woburn Street to Cary Hall.

4. DPW Equipment Replacement - \$1,270,000 (\$399,000 General Fund Debt, \$100,000 Free Cash, \$40,500 Water Fund Retained Earnings, \$40,500 Wastewater Fund Retained Earnings, \$690,000 Compost Revolving Fund Debt): This is an annual request to replace equipment that is beyond its useful life and whose mechanical condition no longer meets work the requirements of the Department of Public Works (DPW). The DPW has an inventory of 146 pieces of equipment including sedans, hybrid SUVs, construction vehicles and specialized equipment used to mow parks, plow snow, repair streets and complete a variety of other projects. Without regular equipment replacement, the efficiency and cost effectiveness of the DPW's operations would be handicapped due to equipment down time and excessive repair costs. The FY2016 request, by funding source, is shown in the table below.

Each piece of equipment is inventoried with original and current replacement cost, state of condition and replacement time interval. Replacement intervals vary from 5 to 25 years, and are based on manufacturer recommendations and use (type and duration). The selection of vehicles to be replaced begins with the proposed replacement date. Then each vehicle is assessed as to its mechanical condition and work requirements. The systematic replacement

program defines what equipment is expected to need replacement during the next five years, with the intent of preventing any unexpected emergency purchases. Annual updates are conducted by the Road Machinery Division, Division Superintendents and reviewed by the Manager of Operations and the Director of Public Works. The proposed Loader for the Compost Site has an energy efficient engine, which will reduce fuel use by approximately 50%. The proposed Loader purchase will be re-evaluated once the final plan for solar panels at the Compost site has been adopted.

The table below shows each piece of equipment recommended and its proposed financing source.

	General Fund	Free Cash	Water Fund	Sewer Fund	Compost Fund	Total
F350 Pick-Up	\$ 9,000		\$ 40,500	\$ 40,500		\$ 90,000
2- Toro GroundMaster Mowers	\$ 80,000	\$ 100,000				\$ 180,000
Cat Loader					\$ 190,000	\$ 190,000
Windrown Turner					\$ 500,000	\$ 500,000
F550 Bucket Truck	\$ 140,000					\$ 140,000
F350 Pick-Up with plow	\$ 90,000					\$ 90,000
F350 Pick-Up with plow	\$ 80,000					\$ 80,000
	\$ 399,000	\$ 100,000	\$ 40,500	\$ 40,500	\$ 690,000	\$ 1,270,000

5. Storm Drainage Improvements and NPDES Compliance - \$340,000 (\$114,425

General Fund Debt and \$225,575 Free Cash): This is an annual request. \$70,000 is estimated for the compliance with the construction related portions of the National Pollutant Discharge and Elimination System (NPDES) minimum control measures as mandated by EPA in the storm water general permit issued to the Town. This includes the development and submittal of the Notice of Intent and Stormwater Management Program (SWMP) as required by the EPA as well as illicit discharge, detection and elimination. The draft of the next permit phase was issued by DEP in September 2014. Requirements measures include illicit discharge detection and elimination, and BMP (best management practices) installation and retrofits. \$270,000 will be used to repair/replace drainage structures encountered during the road resurfacing program, repair other drainage areas of concern in town and improve stormwater issues discovered during the NPDES investigation work.

This request will provide funds to restore the function of select town drainage systems. Much of the town has been developed and old systems are inadequate. There are many trouble spots in the watersheds of the Vine Brook, Mill Brook, Beaver Brook, and Kiln Brook as well as other areas throughout town. Recent drainage installation and rehabilitation included Shade Street, Walnut Street, Adams Street, Ledge lawn Avenue and Hastings Park. Anticipated drainage installation is planned for Paul Revere Road. Illicit discharge detection and elimination has been ongoing in the Vine Brook and Mill Brook which are areas identified to have contamination.

6. Comprehensive Watershed Storm Water Management Implementation - \$390,000

(General Fund Debt): This is an annual request. DPW-Engineering and Conservation are collaborating on addressing drainage/brook management issues. The Charles River, Shawsheen River, and Mystic River watershed management plans have all been completed with prior authorizations. Design work is underway for the daylighting and drainage improvements at Willards Woods and the bank stabilization at Vine Brook in the Saddle Club Road area. This request is for the continuing design / implementation of the watershed plans and for the construction of priorities established in the watershed plans. Staff has reviewed the three

watershed plans and developed a likely prioritization schedule with built-in flexibility pending unforeseen changes. The requested funding will be used to move forward with the determined prioritized areas. Please note that there is some overlap with the Town Wide Culvert Replacement project, as some of these projects include culvert work as well as stream management work. Possible priority areas include the Valleyfield area and Whipple Brook area.

7. Sidewalk Improvements, Additions and Design- \$600,000 (General Fund Debt):

This is an annual request to rebuild and/or repave existing asphalt sidewalks and to begin design work on new sidewalks. Proposed funding has been increased from prior years in order to address the Selectmen's goal of improving the overall condition of existing sidewalks and providing new sidewalks. Specifically, it is recommended that the Selectmen consider using a portion of this capital request to forward the neighborhood petitions for: a) a feasibility study for a sidewalk on Pleasant Street (estimated at \$20,000); and b) a sidewalk and intersection improvements on Prospect Hill Road, subject to neighborhood consensus (estimated at \$50,000 for the sidewalk and \$50,000 for the intersection improvements).

DPW, in conjunction with various committees and other town departments develops a list each year of the sidewalks most in need of repair/replacement. There are four determining factors that dictate the repair of a sidewalk 1) Is the sidewalk unsafe for travel due to trip hazards, defects, etc. 2) Is the sidewalk within the Safe Routes to School Program 3) Is the volume of pedestrian traffic heavy, light or average, and 4) Is the general condition of the sidewalk poor, fair or good which dictates treatments such as full reconstruction, overlay or patching? All work will be ADA compliant. DPW has worked with Fay, Spofford & Thorndike, a pavement consulting firm, to compile a sidewalk condition survey that will help prioritize sidewalk repair locations. It is recommended that \$20,000 of this funding be used for a feasibility study for a sidewalk on Pleasant Street, which is also being supported by a neighborhood petition.

The history of prior Sidewalk appropriations is:

Sidewalk Funding History	
FY2008	\$100,000
FY2009	\$275,000
FY2010	\$ -
FY2011	\$200,000
FY2012	\$200,000
FY2013	\$300,000
FY2014 ¹	\$400,000
FY2015	\$400,000
¹ \$200,000 of which is for the Hartwell Ave. mixed use path)	

8. Town Wide Culvert Replacement - \$390,000 (\$100,000 General Fund Debt and \$290,000 Community Preservation Act Fund): This is an annual program request. Ongoing culvert inspections indicate the need for a replacement program for many of the older culverts in town. Of the funding requested, \$250,000 is an estimate of construction costs necessary for culvert replacement with \$65,000 for design, permitting, and bidding. The

remainder is for contingencies. Of the total project cost, \$290,000 is being requested through CPA funding for the design and replacement of a culvert along the Minuteman Bikeway just North of Camelia Place at the headwaters of the North Lexington Brook. This includes construction funding, oversight, and contingency. On-going culvert inspections are proving a need for a replacement program as many of the older culverts in town are near or at failure. The Watershed Management Plans have identified a number of these failing culverts. This replacement program is a companion effort with the ongoing Watershed Management Plan. DPW recently completed the Concord Avenue culvert near the Belmont line and the Compost facility culvert. The Revere Street at North Lexington Brook culvert and Concord Ave at Hardy's Brook culvert are in permitting and expected to be constructed in 2015. Please note that there is some overlap with the Comprehensive Stormwater Management project as some of these projects include culvert work as well as stream management work.

9. Town-wide Signalization Improvements - \$125,000 (General Fund Debt): This is an annual request for funds to update traffic and pedestrian signals in Lexington. A signal inventory and compliance study has been completed. The study includes ADA compliance, condition assessment; signal timing, delays, and prioritized recommendations. Potential locations for this funding include the intersections of Bedford Street at Worthen Road, Lowell Street at East Street, Lowell Street at North Road and improved pedestrian crossings along Massachusetts Avenue. In most cases the design work is minimal and is therefore reflected as 10% of the total cost.

10. Hartwell Avenue Infrastructure Improvements - \$4,750,000 (General Fund Debt):

This request is to design, permit, and construct vehicle, pedestrian and bicycle safety improvements to a portion of Hartwell Avenue and, specifically, to address vehicle capacity and safety at the Hartwell Avenue/McGuire Road intersection. The proposed FY16 funding will be used to replace or rehabilitate the Hartwell Avenue bridge crossing at Kiln Brook and to upgrade the Maguire Road intersection and potentially provide a protected pedestrian crossing at the Bedford Street intersection. This proposed work was developed as part of the Transportation Management Plan for the Hartwell Avenue area developed by the Planning Board. The proposed funding request will be to provide construction, construction oversight and fund potential land acquisition (easements, land takings, etc.). ***Since this construction work will be phased over two or more construction seasons, the debt service table above reflects this phasing of the work.*** Additional work may be proposed beyond FY16 but the detailed scope and costs have not yet been developed.

11. Lincoln Park Field Improvements - \$650,000 (\$236,500 General Fund Debt, \$220,000 Community Preservation Act Funds, \$193,500 Recreation Retained Earnings): This is the third phase of a three-phase capital improvement program to address safety and playability at Lincoln Park. The Recreation Committee requests \$650,000 to replace the synthetic turf field at Lincoln Park field #3 and work in the vicinity of the field. The estimated cost is based on the actual amount for Lincoln Park field #1 in October of 2013 and cost estimate developed by a landscape architect in August 2014. Funding to replace the synthetic turf on Field #2 was approved in 2014 and that work should be completed in the Spring of 2015.

12. Parking Meter Replacement - \$500,000 (General Fund Debt with Debt Service to be Funded from Parking Meter Fund): In June 2014 the Board of Selectmen adopted the "Lexington Center Parking Management and Implementation Plan" (the Plan) and approved the

implementation of the initial recommendations that included replacing the Center's 525 parking meters with new technology. The goal of the plan is to manage the existing parking supply more efficiently, increase parking availability, and simplify the parking system for users. New meter technology will allow users to pay with a credit card and possibly smart phone, in addition to coin payments. While meter rates are recommended to increase, the Plan also calls for providing users with the first 15 to 30 minutes free. The new meters will also have the ability for improved monitoring and reporting of parking utilization in the area thereby enabling Town Officials to assess and alter rates as deemed appropriate. Debt service for this project will be funded from the Parking Meter Fund.

Department of Public Facilities Projects

1. Middle Schools Space Mining - \$ 674,000 (General Fund Debt): A study, funded by Article 14H of 2014 Annual Town Meeting for \$40,000, evaluated the two middle schools for opportunities to improve space utilization. As a result of the study, two projects are being recommended. The first project is to divide the underutilized Clarke teacher's lunchroom into two spaces, a conference room and smaller lunch room. The second project, also at Clarke, is to renovate the Resource Room 318 into a more functional space. A suite with a group area and smaller educational spaces will be created for staff and students, and the remainder of the space will be separated as a full classroom, thereby increasing overall utilization for the space. The Diamond School space mining project, originally planned for FY16, has been deferred by the Superintendent.

2. Clarke Middle School Circulation and Parking Improvements, Design - \$363,000 (General Fund or Excluded Debt): This project is requesting design funds to modify and expand paving around the Clarke Middle School for increased parking, improved circulation for vehicles and to improve the safety of pedestrian and bicycle routes. The construction funds will be requested after the design and phasing schedule is completed. The current construction estimate is \$2.2 million. During the school drop off and pick up period, the existing paved areas do not provide adequate circulation for the amount of passenger cars and busses that access the site. Additionally, students weave themselves through the often stopped vehicles. Implementing this project will improve safety and circulation of vehicles, pedestrians and bicyclists; provide adequate parking and provide needed capacity from increasing enrollments.

3. Lexington High School Phase 2 Overcrowding/Completion - \$90,200 (General Fund Debt): This project is requesting funds to complete the renovation of Room 228. LHS Overcrowding Phase 2 repurposed Room 228 into programmable space. The room has been temporarily used as a small classroom, and for FY 2016 funding is requested to complete the renovation into offices for the English and Social Studies Department Heads. After this renovation is completed, the two department heads and administrators will be relocated and their current offices in suite 217 will be used to consolidate Special Education Department staff into one area.

4. Public Facilities-Major Mechanical/Electrical Systems' Replacement - \$463,000 (General Fund Debt): This project is an annual replacement of HVAC and electrical systems that have exceeded their useful life and require replacement before excessive failures begin occurring. The following systems have been identified for replacement in FY 2016: LHS – Replace RTU A-1, serving the IT Department, due to failure history and replace with larger, RTU with energy recovery, sized for the additional IT room 164. Town Office Building: Replace both

AHUs serving the Town Office Building due to failure history and inability to maintain conditions. The Design will include return air and energy recovery.

5. Supplemental Appropriation – Phase II – LHS Modular Classrooms - \$350,000

(General Fund Debt): An appropriation of \$350,000 is requested to complete the LHS prefabricated modular classrooms project. The low bid for the construction of the second phase prefabricated building exceeded the construction budget by \$500,000. This supplemental appropriation, in addition to an \$150,000 Appropriation Committee reserve fund transfer, will ensure that the schedule can be maintained to construct the specially designed vocational spaces for incoming ILP students.

6. Lexington Public Schools Educational Capacity Increase - \$4,080,000

(Candidates for Excluded Debt Funding): The 2015 School Master Plan, funded by Article 5 of June 2014 Special Town Meeting, concluded that eight of the nine Lexington Public Schools were at or over capacity. The Master Plan identified several short and long term options for meeting the capacity forecast over the next five years of the Superintendent's Enrollment Working Group. The Ad hoc School Master Planning Committee recommended that the School Committee seek \$4,080,000 in funds to move several projects through schematic design, design development, and construction documents, and then seek construction funds at a future Town Meeting. (At the time of the printing of this document, these projects were still under consideration by the Board of Selectmen.)

7. LHS Heating Systems Upgrade Phase 2 and 3 - \$150,000 (General Fund or

Candidate for Excluded Debt): 2014 Annual Town Meeting, Article 14B, funded \$75,000 to evaluate options to determine the most cost effective approach to extend the useful life of the LHS main building HVAC systems. Phase one of this project was completed under an authorization at 2009 Annual Town Meeting, Article 19C, which made improvements to the LHS outer buildings. The analysis completed by the consulting engineers presented four options: 1) replace all controls, including actuators and dampers pneumatic controls with DDC controls 2) replace all equipment, including new DDC controls, but replace with the same equipment, 3) similar as option 2, but upgrade with condensing hot water boilers, hot water unit ventilators, and energy recovery ventilation, and 4) new energy recovery ventilation, with partial air conditioning, for all spaces. Remove unit ventilators from the classrooms. The steam distribution system and unit ventilators for the classrooms are original to the buildings (1948 and 1953). During the 2000 renovation and 2003 renovations several roof top units were added, some with steam heat and some with hot water. The project cost for option 4 is approximately \$10,000,000. This is just over \$50/sq. ft. for the 190,000 square feet that is part of this analysis. This project is recommending funding of the design of the option 4, so that funding for phased implementation, which aligns with the Lexington Public School Master Plan, can be presented at future Town Meetings.

School Projects

1. System Wide School Furniture, Equipment and Systems - \$317,500 (\$117,500

General Fund Debt and \$200,000 Free Cash): The school department annually requests replacement of furniture that has reached the end of its useful life. In addition, new furniture inventory is required to address growing enrollment in our schools. Generally furniture repair, replacement, or additions consist of workstations, office furniture, folding chairs/tables, conference room furniture, bookshelves, storage units and cabinets, student work tables, library

furniture, carts, bulletin boards, partitions, and other classroom equipment or systems that facilitate the delivery of instruction.

The Furniture, Equipment and Systems Replacement Program includes requests for

- a. Replacing Furniture Program: \$88,230
 - i. School-wide Furniture Replacement
 - Art Tables and Stools & Cafeteria Tables
 - Whiteboards, Bookshelves, Wooden Cubbies, Adult Classroom Desks and Chairs, Student Desks and Chairs, Lab Tables
 - Art Tables and Art Stools and Fire Proof Filing Cabinets
 - ii. Disposal, Recycling, and moving of furniture
- b. New Program Furniture: \$129,270
 - i. 3 elementary classrooms and Cafeteria Tables at \$15,000 each
 - ii. 2 Middle school Classrooms at \$7,000 each
 - iii. High School staff member replacement/new office furniture (5 @ \$2500 each) plus \$12,500 for other new office and classroom spaces.
 - iv. Emergency Response Communication System (62 District Two Way Radios) \$25,000
 - v. Special Education Equipment Program \$20,270
- c. District Furniture Assessment Analysis \$100,000
 - i. Services would include:
 - Assessment for Repair and Replacement
 - Subsequent inventory assessment, surplus and discard each year

2. LPS Technology - \$1,378,000 (General Fund Debt): This request is to the District's Strategic Goal for enhancing the capacity to utilize technology as an instructional and administrative tool. This technology equipment includes technology workstations (desktops, laptops, and mobile devices), printers/peripherals, interactive projection systems, network head-end equipment, and improved wireless network delivery systems for the High School and middle schools.

This capital improvement project would provide the funding for:

- *Technology Workstations* (Desktops, Laptops, Mobile Devices) - \$575,000 is requested of which \$525,000 is to replace aging computers that will be 5-6 years old during FY15 with up-to-date technology workstations. Approximately 550 computers during FY16 will need replacement. \$50,000 will be allocated as part of a three year plan to make sure all six of our elementary schools are equitable in their technology.
- *Expanding One-To-One Mobile Technology Initiative at Grade 8 Middle Schools* - \$275,000 is requested to provide every Grade 8 student (550 students) at Diamond and Clarke Middle schools an iPad for use at home and school.
- *Expanding Individualized iPad initiative in High School* - \$45,000 is requested to expand and further embed our current iPad initiative at the High School to provide iPads to additional 9th grade classrooms so that these classes can utilize the iPads on a regular basis to engage in classroom activities supported by technology.


- *Technology Peripherals* - \$30,000 is requested to purchase and replace old printers, document readers, and projection systems through the district as the building needs arise.
- *Upgrading the Managed Wireless Networks at the High School and middle schools* - \$277,000 is requested to upgrade the density and capacity of our wireless networks at the high school and two middle schools.
- *Upgrading Additional Components schools' LAN networks* - \$86,000 is requested to: (1) upgrade backbone between network head-end to 10 Gb for Estabrook, Clarke, and Diamond schools, (2) replace the current mail and media storage servers, and (3) purchase expanded fireproof data storage repository for the data backup of key systems.
- *Interactive Projector/Whiteboards Units* - \$90,000 is requested for the fourth stage in our completion of our goal that will allow the Lexington School District of having every Grade 3-12 classroom equipped with interactive projector/whiteboard unit.

3. Additional Time Clock System Funds - \$208,000 (General Fund Debt): Under the Fair Labor Standards Act, employers are required to record and have available for audit and payment to employees the following information for hourly employees:

- Time and day of week when employee's workweek begins;
- Hours worked each day and total hours worked each workweek;
- Basis on which employee's wages are paid;
- Regular hourly pay rate;
- Total daily or weekly straight-time earnings;
- Total overtime earnings for the workweek;
- All additions to or deductions from the employee's wages;
- Total wages paid each pay period; and
- Date of payment and the pay period covered by the payment.


The goal of this system is to not only meet the requirements of pay under the Fair Labor Standards Act for School employees, but to also have accurate recording and reporting of time worked, overtime, and absences for hourly employees.

FY2016 RECOMMENDED PROJECTS - WATER FUND DEBT (Table II)

 Town of Lexington - FY 2016 Budget FY 2016 Manager's Recommended Budget: Capital Projects										
TABLE II: FY2016 RECOMMENDED PROJECTS - WATER DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
1	None Proposed	\$ -	0	0.0%		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
AUTHORIZED WATER DEBT SERVICE					FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
A	Subtotal: Authorized and Issued Water Debt Service					\$ 1,387,508	\$ 1,178,273	\$ 1,136,924	\$ 1,048,703	\$ 826,374
B	Subtotal - Estimated Debt Service - Approved and Unissued Water Debt Service (short and long-term debt)					\$ 28,000	\$ 68,220	\$ 66,248	\$ 64,276	\$ 62,304
C	Summary: Debt Service on Authorized Debt					\$ 1,415,508	\$ 1,246,493	\$ 1,203,172	\$ 1,112,979	\$ 888,678
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ -	\$ -	\$ -	\$ -	\$ -
E	Subtotal - Other Debt-related costs					\$ -	\$ -	\$ -	\$ -	\$ -
F	TOTAL PROJECTED WATER DEBT SERVICE				\$ 1,379,622	\$ 1,415,508	\$ 1,246,493	\$ 1,203,172	\$ 1,112,979	\$ 888,678

No recommendations for debt financing.

FY2016 RECOMMENDED PROJECTS - WASTEWATER FUND DEBT (Table III)


 Town of Lexington - FY 2016 Budget Table III: FY 2016 Manager's Recommended Budget: Capital Projects										
TABLE III: FY2016 RECOMMENDED PROJECTS - WASTEWATER DEBT										
	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
1	Sanitary Sewer System Investigation and Improvements	\$1,200,000	10	4.0%		\$ 24,000	\$ 168,000	\$ 163,200	\$ 158,400	\$ 153,600
	TOTAL	1,200,000				\$ 24,000	\$ 168,000	\$ 163,200	\$ 158,400	\$ 153,600
AUTHORIZED SEWER DEBT SERV.					FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
A	Subtotal: Authorized and Issued Sewer Debt Service					\$ 940,679	\$ 784,755	\$ 739,532	\$ 698,920	\$ 555,611
B	Subtotal - Estimated Debt Service - Approved and Unissued Sewer Debt Service (short and long-term debt)					\$ 14,000	\$ 265,800	\$ 258,000	\$ 250,400	\$ 242,800
C	Summary: Debt Service on Authorized Debt					\$ 954,679	\$ 1,050,555	\$ 997,532	\$ 949,320	\$ 798,411
D	Subtotal: Projected Debt Service on Proposed Capital Projects					\$ 24,000	\$ 168,000	\$ 163,200	\$ 158,400	\$ 153,600
E	Subtotal - Other Debt-related costs					\$ 6,000	\$ 6,210	\$ 6,427	\$ 6,652	\$ 6,885
F	TOTAL PROJECTED SEWER DEBT SERVICE				\$ 1,220,843	\$ 984,679	\$ 1,224,565	\$ 1,167,159	\$ 1,114,372	\$ 803,285

1. Wastewater System Investigation and Improvements - \$1,200,000 (Wastewater Debt): This is an annual request for rehabilitation of sanitary sewer infrastructure. Engineering investigation and evaluation will be done on sewers in various watersheds. Work will include replacement or repair of deteriorated sewers and manholes identified throughout Town. Sewage leaks and overflows present a direct danger to the health of the community through transmission of waterborne diseases. In addition, the Town's assessment by the MWRA for sewage treatment is based, in part, on total flow through the meter at the Arlington town line,

so excessive flow of storm water in the sewer results in unnecessarily higher sewage bills.

Projects may be eligible for MWRA grant/loan program funding. Further identification, prioritization, and repair of sanitary sewer in the town reducing inflow and infiltration into the system has been ongoing in several sewer basins in town. Recent completed work in town includes sewer basin area 6 (Tophet swamp), area 7 (Reed Street area), area 10 (Marrett, Lincoln, School Street areas), area 3 (Adams Street, Grant Street, Saddle Club Road area), and area 9 (Parker Street area). Possible future areas of investigation and removal are the Bow Street, Maple Street, Woburn Street, Bloomfield Street, Waltham Street / Concord Avenue and Adams Street areas. Additional work may also include force main rehabilitation and replacement including, but not limited to pump station work.

FY2016 RECOMMENDED PROJECTS – RECREATION FUND DEBT (Table IV)



Town of Lexington - FY 2016 Budget

FY 2016 Manager's Recommended Budget: Capital Projects

TABLE IV: FY2016 RECOMMENDED PROJECTS - RECREATION and COMMUNITY PROGRAMS DEBT

	PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
	None Proposed	\$ -	1	6.6%		\$ -	\$ -	\$ -	\$ -	\$ -
	TOTAL	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -
	AUTHORIZED REVENUE SUPPORTED DEBT SERV.				FY2015	FY2016	FY2017	FY2018	FY2019	FY2020
A	Subtotal	Approved and Issued Revenue Supported Debt Service				\$100,000	\$100,000	\$100,000	\$100,000	\$ -
B	Subtotal	Approved and Unissued Revenue Supported Debt Service				\$ -	\$ -	\$ -	\$ -	\$ -
C	Summary	Approved Revenue Supported Debt Service				\$100,000	\$100,000	\$100,000	\$100,000	\$ -
D	Subtotal	Projected Debt Service on Proposed Capital Projects				\$ -	\$ -	\$ -	\$ -	\$ -
E		Other Debt-related costs				\$ -	\$ -	\$ -	\$ -	\$ -
F	TOTAL PROJECTED DEBT SERVICE				\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$ -

No recommendations for debt financing.

FY2016 RECOMMENDED PROJECTS – FUNDING THROUGH PROPOSITION 2 ½ DEBT EXCLUSION (Table V)



Town of Lexington - FY 2016 Budget
FY 2016 Manager's Recommended Budget: Capital Projects

TABLE V: FY2016 RECOMMENDED PROJECTS - FUNDING THROUGH PROPOSITION 2 1/2 DEBT EXCLUSION										
PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
1 None Recommended	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	
PROJ. NEW EXCLUDED DEBT SERVICE	\$ -				\$ -	\$ -	\$ -	\$ -	\$ -	
APPROVED AND PROPOSED EXCLUDED DEBT SERVICE				FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
Subtotal Approved and Issued Excluded Supported Debt Service					8,597,290	7,967,555	7,708,777	7,372,060	7,092,987	
Subtotal Approved and Unissued Excluded Debt Service					\$ 85,199	\$ 82,764	\$ 80,330	\$ 77,896	73,027	
TOTAL Approved Excluded Debt Service					8,682,489	8,050,319	7,789,107	7,449,956	7,166,014	
Subtotal Proposed Excluded Debt Service					\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL APPROVED AND PROPOSED EXCLUDED DEBT SERVICE				8,373,332	8,682,489	8,050,319	7,789,107	7,449,956	7,166,014	
Less actual (FY14) and proposed (FY15 and FY16) use of Capital Project/Debt Service Reserve/Building Renewal Stabilization Funds to Mitigate Debt Service Impacts of Bridge/Bowman and Estabrook Projects				\$ 950,000	\$ 215,000	\$ -	\$ -	\$ -	\$ -	
Net Debt Service				7,423,332	8,467,489	8,050,319	7,789,107	7,449,956	7,166,014	

The Board of Selectmen, School Committee and financial committees are evaluating whether funding for certain capital projects should be proposed with a Proposition 2 ½ debt exclusion.

FY2016 RECOMMENDED PROJECTS – Compost Revolving Fund (Table VI)



Town of Lexington - FY 2016 Budget
FY 2016 Manager's Recommended Budget: Capital Projects

TABLE VI: FY2016 RECOMMENDED PROJECTS -Compost Revolving Fund										
PROJECT	AMOUNT FINANCED	DEBT SERV. YEARS	ESTIMATED INT. RATE	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
DPW Equipment Replacement	\$ 690,000	5	4.0%		\$ 13,800	\$ 165,600	\$ 160,080	\$ 154,560	\$ 149,040	
TOTAL	\$ 690,000				\$ 13,800	\$ 165,600	\$ 160,080	\$ 154,560	\$ 149,040	
AUTHORIZED REVENUE SUPPORTED DEBT SERV.				FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	
A Subtotal Approved and Issued Revenue Supported Debt Service					\$ 33,313	\$ 32,188	\$ 31,125	\$ 30,125	\$ 29,125	
B Subtotal Approved and Unissued Revenue Supported Debt Service					\$ 13,480	\$ 11,000	\$ 5,600	\$ 5,400	\$ 5,200	
C Summary Approved Revenue Supported Debt Service					\$ 46,793	\$ 43,188	\$ 36,725	\$ 35,525	\$ 34,325	
D Subtotal Projected Debt Service on Proposed Capital Projects					\$ 13,800	\$ 165,600	\$ 160,080	\$ 154,560	\$ 149,040	
E Other Debt-related costs					\$ 3,301					
F TOTAL PROJECTED DEBT SERVICE				\$ -	\$ 63,894	\$ 208,788	\$ 196,805	\$ 190,085	\$ 183,365	

1. DPW Equipment Replacement - \$1,270,000 (\$399,000 General Fund Debt, \$100,000 Free Cash, \$40,500 Water Fund Retained Earnings, \$40,500 Wastewater Fund Retained Earnings, and \$690,000 Compost Revolving Fund Debt): *see detailed description in section I - General Fund Debt financed projects.*

FY2016 RECOMMENDED PROJECTS – CASH CAPITAL (Table VII)



Town of Lexington - FY 2016 Budget
FY 2016 Manager's Recommended Budget: Capital Projects

TABLE VII: FY2016 RECOMMENDED FUNDING FROM REVENUES (Cash by Source)

	PROJECT	Free Cash	Tax Levy	Water Retained Earnings	Sewer Retained Earnings	Recreation Retained Earnings	CPA ¹	Other Funding ²	TOTAL COST
SCHOOL PROJECTS									
1	School Furniture, Equipment & Systems Program	\$ 200,000							\$ 200,000
2	Food Service LHS Dishwasher and Installation							\$ 82,500	\$ 82,500
	SUBTOTAL	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 82,500	\$ 282,500
FACILITIES									
1	School Building Envelope and Systems	\$ 210,000							\$ 210,000
2	Municipal Building Envelope and Systems		\$ 182,760						\$ 182,760
3	School Building Flooring Program	\$ 125,000							\$ 125,000
4	School Paving Program	\$ 150,000							\$ 150,000
5	School Interior Painting Program	\$ 133,425							\$ 133,425
6	Public Facilities Bid Documents	\$ 75,000							\$ 75,000
7	Diamond Middle School Lighting to Rear Parking Lot	\$ 77,000							\$ 77,000
8	Security Camera Upgrade	\$ 38,500							\$ 38,500
9	Cary Memorial Building Sidewalk Enhancement						\$ 194,200		\$ 194,200
10	Community Center Sidewalk Design						\$ 50,000		\$ 50,000
11	Cary Memorial Bldg Records Center Shelving						\$ 75,398		\$ 75,398
	SUBTOTAL	\$ 808,925	\$ 182,760	\$ -	\$ -	\$ -	\$ 319,598	\$ -	\$ 1,311,283
MUNICIPAL PROJECTS									
1	Conservation Meadows Preservation Program						\$ 26,400		\$ 26,400
2	Public Safety Radio Stabilization, Phase 1	\$ 90,000							\$ 90,000
3	Lower Vine Brook Paved Recreation Path Reconstruction						\$ 369,813		\$ 369,813
4	Grain Mill Alley Additional Design						\$ 18,000		\$ 18,000
5	Town Wide Culvert Replacement						\$ 290,000		\$ 290,000
6	DPV Equipment Replacement (\$1,270,000)	\$ 100,000		\$ 40,500	\$ 40,500				\$ 181,000
7	Street Improvements ²		\$ 2,270,145					\$ 961,105	\$ 3,231,250
8	Replace Town Wide Phone Systems-Phase IV	\$ 52,000							\$ 52,000
9	Municipal Technology Improvement Program- Phase III	\$ 140,000							\$ 140,000
10	Police/Fire Dispatching and Records Software	\$ 307,500							\$ 307,500
11	Design Engineering - Firing Range at Hartwell Ave. Compost Site	\$ 50,000							\$ 50,000
12	Storm Drainage Improvements and NPDES Compliance (\$340,000)	\$ 225,575							\$ 225,575
13	Bikeway Bridge Repairs, Engineering	\$ 10,000							\$ 10,000
14	Hastings Park - Undergrounding of Wires	\$ 300,000							\$ 300,000
15	Hydrant Replacement Program	\$ 75,000		\$ 75,000					\$ 150,000
16	Pump Station Upgrades				\$ 1,350,000				\$ 1,350,000
17	Water Distribution System Improvements			\$ 900,000					\$ 900,000
18	Battle Green Streetscape Improvements	\$ 60,000					\$ 140,000		\$ 200,000
19	Minuteman Bikeway Wayfinding Signs						\$ 39,000		\$ 39,000
20	Park and Playground Improvements						\$ 68,000		\$ 68,000
21	Park Improvements - Athletic Fields						\$ 85,000		\$ 85,000
22	Park and Playgrounds ADA Accessibility Study						\$ 78,000		\$ 78,000
23	Park Improvements- Hard Court Resurfacing						\$ 55,000		\$ 55,000
24	Lincoln Park Field Improvements					\$ 193,500	\$ 220,000		\$ 413,500
25	Pine Meadows Equipment					\$ 68,000			\$ 68,000
26	Network Redundancy & Improvement Plan - Phase III							\$ 57,000	\$ 57,000
27	Westview Cemetery Building Assessment							\$ 35,000	\$ 35,000
28	Acquisition of Wright Farm - Parcel 2						\$ 755,000		\$ 755,000
	SUBTOTAL	\$ 1,410,075	\$ 2,270,145	\$ 1,015,500	\$ 1,390,500	\$ 261,500	\$ 2,144,213	\$ 1,053,105	\$ 9,545,038
OTHER CPA FUNDED PROJECTS									
1	Parker's Revenge Restoration						\$ 36,790		\$ 36,790
2	Study for the Restoration of the First Parish Church						\$ 40,000		\$ 40,000
	SUBTOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 76,790	\$ -	\$ 76,790
	TOTAL	\$ 2,419,000	\$ 2,452,905	\$ 1,015,500	\$ 1,390,500	\$ 261,500	\$ 2,540,601	\$ 1,135,605	\$ 11,215,611

¹ CPA totals do not include proposed FY2016 administrative budget of \$150,000, \$25,000 for the Community Center Preservation Restriction Endowment and \$2.42 million for debt service.

² Proposed funding for the annual street resurfacing program is comprised of \$2,270,145 of tax levy dollars of which \$624,061 derives from a 2001 operating budget override, and an anticipated distribution of \$961,105 of Chapter 90 funds. Over and above the \$624,061 in tax levy dollars from the 2001 override, additional amounts are recommended and are based on the following: the continued funding of \$281,234 of tax levy support that was initiated in FY12 and maintained in FY13; the continued funding of \$164,850 of tax levy support that was initiated in FY13; \$1.1 million derived from health insurance savings, which reflects an increase from the \$850,000 allocated in FY14 for street improvements, and \$100,000 from FY16 estimated tax levy revenue to duplicate the amount allocated in FY15 for Shade Street traffic calming.

School Projects

1. School Furniture, Equipment and Systems - \$317,500 (\$117,500 General Fund Debt and \$200,000 Free Cash): *see detailed description in section I - General Fund Debt financed projects.*

2. Food Service, LHS Dishwasher and Installation - \$82,500 (Food Service Revolving Fund): This request is for the purchase and installation of a dishwasher in the main kitchen of the High School. It is driven largely by the increase average daily participation from SY2012 through SY2015 of 21% and an increase in utensil usage by 35%.

Department of Public Facilities Projects

1. School Building Envelope and Systems - \$210,000 (Free Cash): This project involves performing annual prioritized design, repairs and modifications to prevent deterioration of school building exteriors and building systems. Proper maintenance of school buildings requires continual investment in the building envelope and building systems. This includes but is not limited to repair of damaged panels and siding, re-caulking and weatherproofing windows and doors, repainting the wood exterior and extraordinary repairs to mechanical systems. Small, individual items such as failure of a specific door or window or small painting projects will continue to be funded through the operating budget. FY 2016 priorities may include Clarke Middle School drainage improvements and caulking replacement, network improvements to the DPF building automation system, and educational space modifications from enrollment changes.

2. Municipal Building Envelope and Systems - \$182,760 (Tax Levy): This ongoing capital request, originally approved for funding in the 2006 Proposition 2 ½ Override, includes repair/replacement projects for the maintenance and upgrade of municipal buildings and systems. Repairs to roofs, windows, mechanical and electrical systems, and interior finishes are required on a continual basis to maintain town facilities for their intended function. The public building infrastructure will always need to be maintained, repaired, and upgraded to prevent structural deterioration and avoid safety hazards. The projects within this program do not increase the size of the public building stock and therefore do not result in increased utility usage or maintenance costs. This year's request intends to implement extraordinary repairs and to install a drainage system for the Town Office Building basement.

3. School Building Flooring Program - \$125,000 (Free Cash): This is a multi-year project that will replace carpet, vinyl tile, and ceramic tile flooring systems are beyond their useful life. Flooring systems must be replaced periodically to insure the surfaces are safe and cleanable. Worn or broken flooring creates a tripping hazard, can provide harborage for bacteria and water, and is difficult to clean. Smaller repairs of flooring components are funded through the operating budget. This is the sixth year of this program and new flooring systems have been installed in Clarke stairwells, classrooms, and auditorium, Hastings main corridor, Diamond School, and Central Administration and LHS. This year the Department will also be evaluating replacing flooring in areas that house 12 month programs with low maintenance flooring systems.

4. School Paving Program - \$150,000 (Free Cash): This project requests funds for design and construction to maintain school parking and paved pedestrian surfaces in a condition suitable for public use. This program funds paving replacement on school grounds and has resulted in improvements at Bridge, Bowman, Fiske, Hastings, Diamond, and Central Administration buildings. In addition, improvements were made to various school buildings to remove access barriers identified in the ADA Survey completed in 2011. It is anticipated that a priority for next year will be to replace paving in the Bowman School parking lot and to study the requirements for the Sedge Road entrance to Diamond Middle School for replacement in FY 2017.

5. School Interior Painting Program - \$133,425 (Free Cash): This is a multi-year project for a school building interior painting program with the intent of systematically repainting interior surfaces on a 7 to 10 year schedule. Elementary school interiors are occasionally painted through PTA planning of community volunteers. The last two years has resulted in improvements at the middle schools and the high school. The third year will focus on the elementary schools and Town office buildings.

6. Public Facilities Bid Documents - \$75,000 (Free Cash): This is an annual request for funding of professional services to produce design development, construction documents, and/or bid administration services for smaller school projects in anticipation of requests for construction funding at town meeting that have a high probability of approval. This will insure that the projects can be completed in the then-current construction season, which is particularly important for the timely completion of such projects given the short window between the end of school in June and the beginning of school the following August.

7. Diamond Middle School Lighting to Rear Parking Lot - \$77,000 (Free Cash): This project is for adding additional lighting at the Sedge Road side of Diamond Middle School. This project will install seven (7) new LED light fixtures on twenty five (25) foot aluminum poles.

8. Security Camera Upgrade – \$38,500 (Free Cash): This project is to upgrade the older PELCO analog security camera system to the newer evacqVision digital security camera system over a five year period.

9. Cary Memorial Building Sidewalk Enhancement - \$194,200 (Community Preservation Act Fund): The 2014 March Special Town Meeting appropriated funds to renovate the Cary Memorial Building. At the time of the funding request, the design of the sidewalk accessibility had not been decided. The Board of Selectmen determined voted that the material for this sidewalk will be a concrete surface with a wire cut brick band running parallel with the direction of travel. In addition, two additional post lamps are being added before the new concrete sidewalks are poured in place.

10. Community Center Sidewalk Design - \$50,000 (Community Preservation Fund): This request is for the design of a pedestrian sidewalk from Marrett Road to the new Community Center. The 2014 March Special Town Meeting appropriated funds to renovate the Community Center. At the time of the funding request, the design of the sidewalk from Marrett Road to the Community Center was not yet complete. The design for this sidewalk is complicated by the grade of the land leading from Marrett Road to the Community Center. The funding request, therefore, also includes an amount for preparing landscape renderings.

11. Cary Memorial Building Records Center Shelving – \$75,398 (Community Preservation Act Fund): This project is for the removal of undersized shelving and replacement with stationary shelving. The Cary Records Center area is repository for retention of long-term and some permanent records of significant and historical value. The Current shelving in Records Center is repurposed from the time when the Cary Memorial Library Children's Department was housed in the Robbins Room and adjacent storage room area. Replacement of undersized shelving with standard sized archival/records storage shelving will provide for proper retention of boxed records.

Municipal Projects

1. Conservation Meadow Preservation Program - \$26,400 (Community Preservation Act Fund): This project proposal is to preserve and protect Lexington's conservation meadows for their historical landscape significance, including historic stonewalls and vistas, for passive recreation, and for enhanced wildlife and plant habitat. The project will be implemented in multiple phases over several years; in year one, Hennessey Field and Joyce Miller's Meadow will be preserved. Of the approximately 1400 acres of conservation land owned and managed by the Conservation Commission, approximately 75 acres are upland meadows.

The project entails:

- Preserving meadow land through an extensive woody vegetation removal program to clear heavily overgrown shrubs, trees, and vines, preserving views of stone walls, which serve as historic resources for Lexington's agricultural past.
- Managing invasive species encroachment on the field edges and throughout meadows that interfere with passive recreational opportunities and the historic vistas.

2. Public Safety Radio Stabilization, Phase 1 - \$90,000 (Free Cash): This two-phase project is based on the 2013 radio study to identify options to improve reliability and redundancy in the Public Safety Radio System. There is some overlap in both police and fire radios (common antennas, power source, and grounds) that should be separated to have two separate (redundant) systems. Currently the main transmitter is in a shared shelter belonging to Verizon, is not secure, and only provides battery backup in case of power failure. Phase 1 (FY 2016) will include moving the existing police radio system from copper to fiber optic lines, relocating some existing equipment, and adding backup generators to our main radio and repeater sites. Phase 2 (FY 2017) will expand the wireless connections between the main radio system and outlying devices, by adding antennae locations to Cary Hall and the Public Services building, and create a redundant repeater system at the DOT site. The results of the Information Technology Department engineering study of redundant pathways may alter the scope of Phase 2.

3. Lower Vine Brook Paved Recreational Path Reconstruction - \$369,813

(Community Preservation Act Fund): The project proposes to reconstruct the subsurface and surface of the entire 5,905 feet of paved pathway. The path has been degrading over the years and is now in need of full reconstruction if the path is to continue to serve as a safe and usable recreational resource. The project is similar to the path replacement completed at Lincoln Park in 2014. Components of Phase 1 of this project include:

- Wetlands permitting (including wetlands delineation and permitting fees);
- Tree pruning (to allow truck access on Fairfield Drive end of path); and
- Path reconstruction.

4. Grain Mill Alley Additional Design - \$18,000 (Community Preservation Act Fund):

This request is to fund additional design development of a pocket park in the alley between 1775 and 1778 Massachusetts Avenue in Lexington Center and includes \$2,000 of anticipated legal fees. The additional design development will allow for public outreach and a schematic design. The project is a public space project designed to enliven the Center by improving an underutilized area and creating a sense of place that will serve as people spot that draws in activity, improves pedestrian connectivity, and generates business for the Center. The size of the alley is approximately 6,300 SF in total, offering a pedestrian connection from the Minuteman Bikeway to the Center's retail corridor along Massachusetts Avenue (roughly 27 by 233 feet). In 2013 the CPC approved \$24,000 to fund the preliminary schematic design, which included site analysis, design development, and cost estimates. It also included legal services to develop a contract with the adjacent property owners.

5. Town-wide Culvert Replacement \$390,000 (\$290,000 Community Preservation Act Fund and \$100,000 General Fund Debt): *see detailed description in Section I - General Fund Debt financed projects.*

6. DPW Equipment Replacement - \$1,270,000 (\$399,000 General Fund Debt, \$100,000 free cash, \$40,500 Water Fund Retained Earnings, \$40,500 Wastewater Fund Retained Earnings, and \$690,000 Compost Revolving fund): *see detailed description in section I - General Fund Debt financed projects.*

7. Street Improvements - \$3,231,250 (\$2,270,145 Tax Levy, \$961,105 of Chapter 90 funds): This is an annual request for the street resurfacing and maintenance program. It is comprised of \$2,270,145 of Town funds and \$961,105 of Chapter 90 funds (Chapter 90 funding is based on Lexington's most recent allocation and on the current State allocation of \$200 million statewide). Funds will be used for design, inspections, planning, repair, patching, crack sealing and construction of roadways and roadway related infrastructure including repair and installation of sidewalks. A preliminary list of the streets to be repaired under this article is currently under development. A pavement management system is utilized to assist in analyzing the road network and selecting roadways for repairs. This model is kept updated on a regular basis. Approximately \$20,000 of this funding is for data collection, analyses, proposal review, recommendations, and to develop plans for traffic mitigation and improvements town-wide. Traffic calming requests, complete street evaluations and other issues that require Traffic Safety Group (TSG) evaluation will be funded through this request. Significant traffic calming projects may require additional funding to be requested.

Street Improvements - Financing Components	
2001 Override Increased by 2.5% per year	FY16 St. Improvements
Maintenance of unallocated revenue from FY12 Revenue Allocation Model	\$ 624,061
Maintenance of unallocated revenue from FY13 Revenue Allocation Model	\$ 281,234
Additional Tax Levy due to Health Insurance Savings	\$ 164,850
Additional Tax Levy Funding- Shade Street Traffic Calming	\$ 1,100,000
Estimated Chapter 90 Aid	\$ 100,000
	\$ 961,105
	\$ 3,231,250

8. Replace Town Wide Phone Systems, Phase IV - \$52,000 (Free Cash): This request is being submitted on behalf of the Municipal Information Services Department, the School Department and the Public Facilities Department. This is Phase IV of a multi-phase VOIP system to address Town wide telephone needs. The request is to fund the replacement of the phone system at the Police Station. The bulk of the two system cores, located in the High School and the Public Services Building, were installed in FY2014. Buildings that have received new VoIP systems in the earlier phases are the Town Office Building and the High School.

9. Municipal Technology Improvement Program, Phase III - \$140,000 (Free Cash): This request is for additional disk-based storage to be added to the redundant SANs and additional backup via disk and tape libraries. The SANs installed in both the Town Office Building and 201 Bedford St. server rooms will be expanded by adding expansion drive arrays to the SANs. Backup expansion will be achieved by adding another backup disk array and

backup tape library. This storage growth is expected to meet the needs of the expanded use of the Town's document management system and the addition of Public Safety storage needs. Additional software will also be purchased to assist with file storage, archiving and discovery. Future year funding will be to continue to expand the SAN capacity by adding expansion arrays to the existing SAN and expanding backup capacity to match the file storage growth.

10. Police/Fire Dispatching and Records Software – \$705,900 (\$398,400 General Fund Debt and \$307,500 from Free Cash): *see detailed description in section I - General Fund Debt financed projects.*

11. Design/Engineering-Police Training Firing Range, Hartwell Avenue Site - \$50,000 (Free Cash): This request is the first phase to relocate, expand and modernize the current Lexington Police outdoor firing range onsite at the Hartwell Avenue facility. The Lexington Police Department has been using a 150' x 75' area (dimensions do not include safety embankments) since the 1970's for required outdoor firearms training and qualification. Working closely with the Department of Public Works, this engineering phase will provide for a feasibility study as to how and where a firing range can be relocated at the Hartwell Avenue site. The firing range should be a minimum of 300' by 100' to accommodate modern firearms training. The range should be surrounded by structure and/or clean fill mounding (no less than 20' high) for safety and to absorb/deflect sound. An indoor facility abutting the range would provide secure storage of range materials, a training room, restrooms, and space for an indoor firearms simulation system. The outdoor range should be equipped with lighting, a variety of target locations, moving targets and a public address system.

12. Storm Drainage Improvements and NPDES Compliance - \$340,000 (\$114,425 General Fund Debt and \$225,575 Free Cash): *see detailed description in section I - General Fund Debt financed projects.*

13. Bikeway Bridge Repairs, Engineering - \$10,000 (Free Cash): The Grant Street Bridge along the bikeway is showing signs of deterioration. The Engineering Division is working with a structural engineer to determine the extent of the work needed to restore the bridge. The Minuteman Bikeway is used by many residents and non-residents as a commuter and recreational path. This work is essential to keeping a safe pathway for all users. The estimated cost of the repairs is \$70,000.

14. Hastings Park - Undergrounding of Wires - \$300,000 (Free Cash): This request is for the undergrounding of utility wires at Hastings Park. NStar has provided preliminary design and installation estimates to place the current overhead wires underground. The use and overall aesthetic view of the park is obstructed by the power lines that run through the park from Worthen Road to Lincoln Street. This request will provide funds to put the power lines underground, which will open up useable space and make the park more aesthetically pleasing. The project will involve removal of the existing utility poles and wires and installation of underground conduit and wires. Hastings Park is one of the most used park areas in Town. It provides green space and a gazebo for events such as the carnival, weddings, company picnics, concerts, family functions, school events, recreation events and other community related events.

15. Hydrant Replacement Program - \$150,000 (\$75,000 Free Cash, \$75,000 from Water Enterprise Retained Earnings): This is an ongoing replacement program designed to maintain the integrity of the fire protection system throughout town. The Town of Lexington has 1,500 fire hydrants in its fire protection system. Faulty hydrants need to be replaced annually to meet safety requirements. A list of hydrants needing replacement each year is generated during the annual inspection and flushing of hydrants by the Water Department and the Fire Department as well as hydrants being replaced for Based on discussions between the Water Department and the Fire Department the target goal is to replace approximately 60 hydrants per year. With a replacement cost of approximately \$2,500 per hydrant the capital request will ensure the continued operability of the fire protection system. A total of 266 hydrants (approximately 18% of the system) have been replaced. Hydrants typically have a 50 year life unless they are damaged.

16. Pump Station Upgrades - \$1,350,000 (Wastewater Retained Earnings): This is an ongoing program for upgrade of the stations including bringing them in compliance with federal (OSHA) regulations, equipment replacement and generator installations. Lexington has 10 Sewer pumping stations valued at over \$6 million. In July of 2013 a detailed evaluation and capital plan was developed for the town with the assistance of Wright-Pierce. This includes a detailed engineering survey of the pumps stations to determine current and future needs as well as a time table and probable costs for the proposed work. \$600,000 of the FY16 funding request is for full pump station replacement, which will likely be used for the Constitution Road Pump Station as shown in year 3 of the Capital Improvement Plan developed by Wright-Pierce. \$750,000 of this funding request is for anticipated improvements to the main pumping station off of Route 95/128, which has serious operational issues impacting the force main on Gleason Road.

17. Water Distribution System Improvements - \$900,000 (Water Retained Earnings): This is an annual program for replacement of unlined, inadequate, aged and failing water mains and deteriorated service connections as well as the elimination of dead ends in water mains. For this fiscal year we are requesting \$820,000 for construction and it is estimated that \$80,000 will be used for engineering services which is approximately 10% of the construction cost. This is a lower design percentage as the Engineering Division designs and bids the water main work in-house and using engineering services only for construction oversight. Possible locations for water system improvement are Massachusetts Avenue from the Arlington town line to Oak Street or the Prospect Hill Road area.

18. Battle Green Streetscape Improvements – \$200,000 (\$140,000 Community Preservation Act Funds and \$60,000 Free Cash): Funds for a study of the Battle Green area were approved in FY13. The study reviewed the pedestrian and vehicular safety and flow in and around the Battle Green, ways to enhance the access and visibility of the historical sites and how it relates to the overall Center Streetscape Project. A conceptual plan will be developed for review. The FY16 funding request of \$200,000 will allow the Town to hire an architect/engineering firm to take the conceptual ideas to a 100% design, which will provide a plan and cost estimates for any recommended improvements to the area.

19. Minuteman Bikeway Wayfinding Signs - \$39,000 (Community Preservation Act Funds): This request is to fund the design of wayfinding and etiquette signage related to the Minuteman Bikeway in Lexington. This is the next necessary step recommended in the report entitled 'Navigating the Minutemen Bikeway' that was completed with the cooperation of the Bicycle Advisory Committee as well as representatives from the towns of Arlington and Bedford.

The goal of this plan is to design and install signage along the bikeway and adjacent roads and connections points. This signage will provide information to users which includes direction on accessing the bikeway, nearby points of interest (e.g. businesses, shops, tourist attractions), and signs clearly describing the rules of etiquette for users. Upon completion of the design plans, full bidding documents will be developed that include detailed cost estimates, specifications, stamped plan sets, and bid documents.

20. Park and Playground Improvements - \$68,000 (Community Preservation Act Funds): This project is to replace the play equipment at Marvin Park, which is outdated does not meet current safety standards. The new playground and play equipment will comply with the Consumer Product Safety Commission (CPSC), American Society for Testing and Materials (ASTM) and the American with Disabilities Act (ADA) standards.

21. Park Improvements-Athletic Fields - \$85,000 (Community Preservation Act Funds): This request is for funds to renovate the natural grass Softball Field at Lincoln Park. The renovation to the softball field will include laser grading the skinned infield, adding a new irrigation system, grading the outfield for proper drainage, replacing the existing backstop, and adding two permanent player benches. The Town's athletic fields see excessive use and timely renovations and replacement are critical to provide safe and playable fields for all user groups. This project was originally scheduled for FY2017, but based on the condition of the field, it has been advanced to FY2016

22. ADA Accessibility Study - \$78,000 (Community Preservation Act Funds): This request is to complete a study of the Town's recreation areas to determine accessibility improvements. The Lexington Recreation Facilities and ADA Compliance Study will include a facility compliance assessment, recommendations and options of probable costs (play equipment, facility access, signage, handicapped parking, accessible pathways, accessible and non-compliant seating, bleachers, picnic facilities and golf course buildings). As a result of the study, a Transition Plan will be completed and incorporated into future capital plans.

23. Park Improvements, Hard Court Resurfacing - \$55,000 (Community Preservation Act Funds): The FY2016 request is to rehabilitate the basketball courts at Sutherland Park and Marvin Park. The project will include reconstruction of the courts and installation of new backboards/poles. The current surfaces have extensive cracks and frost heaves that require reconstruction.

24. Lincoln Park Field Improvements - \$650,000 (\$236,500 General Fund Debt, \$220,000 Community Preservation Act Funds, \$193,500 Recreation Retained Earnings): *see detailed description in Section I - General Fund Debt financed projects.*

25. Pine Meadows Equipment - \$68,000 (Recreation Retained Earnings): This request is to purchase a Toro Grounds Master 4500D mower to replace the existing 2007 Toro Grounds Master. The life expectancy of golf course mowers average 7 years. New emission regulations increased the cost of the mower by over \$10,000 from the FY2014 capital plan. The 4500D is approximately 9 feet wide and has five floating decks. It will be used almost daily in maintaining the rough at Pine Meadows that covers approximately fifteen acres of turf.

26. Network Redundancy and Improvement Plan, Phase III - \$57,000 (PEG Access Account): The purpose of this multiphase project is to both improve the resiliency of the Town Wide fiber network and to provide better networked services. This phase involves

installation of a wireless network in Cary Memorial Building. Upon completion of the Cary Memorial Building renovation in 2015 a wireless system is proposed to serve both public/users, committees and Town staff. The installation of this wireless will improve both the usability and function of the building. Phase IV capital funding for FY2017 and future years will address network infrastructure and construction needs as defined by the Public Safety network study design and engineering study(s). It is expected that this funding will cover construction, as related to the installation of the networking portion of the solution, network switches, wireless networking hardware, network cabling and installation and configuration services. The financial request for future years is yet to be determined as further study needs to be done.

27. Westview Cemetery Building Assessment - \$35,000 (Cemetery Trust Fund):

Westview Cemetery is the Town's active cemetery with an average of 200 burials per year. The current building, which serves as the cemetery office, meeting area for grieving families and work space for the maintenance staff has deteriorated, needs to be reconfigured and needs to be brought up to code. Many times a grieving family will come into the office while there is maintenance being performed in the adjacent garage area or other people or staff enter the office area with no other room for the grieving family. The maintenance area is small and not all of the equipment can be stored indoors which affects the durability and life of the equipment. The FY2016 requested funds of \$35,000 will be used to hire an architect to assess the current building, determine if the existing building can be renovated and expanded and determine if a new building is needed. DPW and the architect will work closely with the Facilities Department to determine the best long-term solution for the building.

28. Acquisition of Wright Farm - Parcel 2 - \$755,000 (CPA Funds): In 2012 the Town purchased, for Conservation purposes, the 12.6 acre Wright Farm parcel on Grove Street for \$2,950,000. At the time of the purchase Kathleen Wright retained a 43,446 sq. ft. parcel that included the house she was living in, a detached garage and a barn. With the passing of Ms. Wright in January, the Town has the option to purchase this remaining portion of the Wright farm, for the pre-negotiated purchase price of approximately \$520,000. The Board of Selectmen and Conservation Commission are recommending that the Town exercise its option to purchase this remaining parcel of the Wright Farm. The Selectmen propose to turn the house over to LexHab, to be an affordable housing unit, and for the barn and the remaining portion of the land to be used for conservation purposes. LexHab's estimated cost to renovate the house is \$140,000. The remaining amount requested in this appropriation, \$95,000, is for a land management plan, survey, deed restriction, legal and other closing costs.

Other CPA-Funded Projects

1. Parker's Revenge Restoration - \$36,790 (Community Preservation Act Fund): The Friends of the Minute Man National Park are proposing to restore the Parker's Revenge battle site for the education and enjoyment of visitors. The archeological research phase of the project to be funded with CPA funds includes a Military Tactical Field Simulation Event, archeological analysis, report and coordination with interpretative projects, and artifact conservation and materials analysis. The project includes archeological analysis, site restoration and implementation of an interpretative plan. The total project cost is estimated at \$152,930, with the balance from private funding.

2. Study for the Restoration of the First Parish Church - \$40,000 (Community Preservation Act Fund): This project is for a historic structure assessment and report that

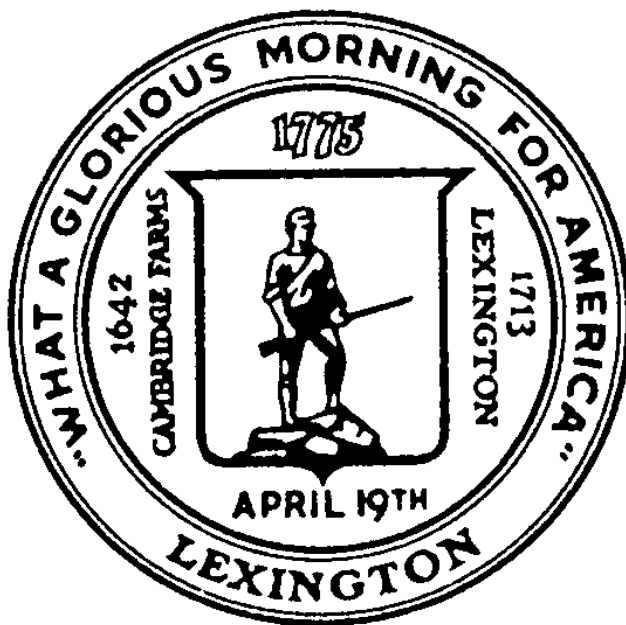
will research and document existing conditions for the First Parish building, assess key elements of the exterior, structure and mechanical/electrical systems, and determine priority needs for future preservation and repairs. A portion of the total cost of this work will be provided by the First Parish.

DEFERRED FY2016 AND PROPOSED FY2017 TO FY2020 CAPITAL REQUESTS							
Department	Project Name	Deferred 2016	FY 2017	FY 2018	FY 2019	FY 2020	TOTALS
Community Development							
	Parker Meadow Accessible Trail Construction	\$ -	TBD	\$ -	\$ -	\$ -	\$ -
	Land Acquisition	\$ -	TBD	TBD	TBD	TBD	TBD
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Development							
	Parking Meter Replacement	\$ -	TBD	\$ -	\$ -	\$ -	\$ -
	Grain Mill Alley	\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000
		\$ -	\$ 325,000	\$ -	\$ -	\$ -	\$ 325,000
Fire and Rescue							
	Ambulance Replacement	\$ -	\$ -	\$ 280,000	\$ -	\$ -	\$ 280,000
	Fire Station Headquarters Replacement	\$ 242,000	TBD	\$ -	\$ -	\$ -	\$ 242,000
	Portable Radio Replacement	\$ -	\$ -	\$ -	TBD	\$ -	\$ -
	Ladder Truck Replacement	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
	Public Safety Radio Stabilization	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
		\$ 242,000	\$ 1,090,000	\$ 280,000	\$ -	\$ -	\$ 1,612,000
Library							
	Cary Library Internal Reconfiguration	\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000
		\$ -	\$ 375,000	\$ -	\$ -	\$ -	\$ 375,000
Information Services							
	Replace Town Wide Phone Systems-Phase V	\$ -	\$ 204,000	\$ -	\$ -	\$ -	\$ 204,000
	Head End Equipment Replacement - unfunded year	\$ -	\$ 125,000	\$ 250,000	\$ -	\$ -	\$ 375,000
	Municipal Technology Improvement Program- Phase IV	\$ -	\$ -	\$ 100,000	\$ 55,000	\$ 80,000	\$ 235,000
	Network Redundancy & Improvement Plan - Phase IV	\$ -	TBD	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 329,000	\$ 350,000	\$ 55,000	\$ 80,000	\$ 814,000
Police							
	Police Station; Renovation and Add-on Design and Engineering	\$ -		\$ -	TBD	TBD	TBD
	Police Outdoor/Indoor Firing Range - Hartwell Avenue	\$ -	TBD	\$ -	\$ -		TBD
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Facilities							
	Townwide Roofing Program	\$ -	\$ 416,408	\$ 285,443	\$ 704,834	\$ 1,950,384	\$ 3,357,069
	School Building Envelope and Systems Program	\$ -	\$ 215,000	\$ 221,000	\$ 226,000	\$ 231,600	\$ 893,600
	Middle Schools Space Mining	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
	LHS Heating Systems Upgrade Phases 4 - 8	\$ -	\$ 368,000	\$ 4,460,000	\$ 2,570,000	\$ 3,230,000	\$ 10,628,000
	Municipal Building Envelope and Systems	\$ -	\$ 187,329	\$ 192,012	\$ 196,812	\$ 201,732	\$ 777,885
	School Building Flooring Program	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	School Paving Program	\$ -	\$ 153,750	\$ 157,593	\$ 161,901	\$ 166,000	\$ 639,244
	Interior Painting Program	\$ 24,169	\$ 161,534	\$ -	\$ -	\$ -	\$ 185,703
	Public Facilities Bid Documents	\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 300,000
	Diamond Energy Improvements	\$ -	\$ 250,000	\$ 3,500,000	\$ -	\$ -	\$ 3,750,000
	Visitors Center	\$ -	\$ 2,080,298	\$ -	\$ -	\$ -	\$ 2,080,298
	Middle School Science and Performing Arts	\$ -	\$ 250,000	\$ 3,100,000	\$ -	\$ -	\$ 3,350,000
	Hastings School Renovation/Replacement	\$ -	\$ 3,800,000	\$ 55,200,000	\$ -	\$ -	\$ 59,000,000
	Clarke Middle School Circulation and Parking Improvements	\$ -	\$ 2,200,000	\$ -	\$ -	\$ -	\$ 2,200,000
	Security Camera Upgrade to Digital from Analog	\$ -	\$ 77,000	\$ 82,500	\$ 49,500	\$ -	\$ 209,000
	Public Facilities Mechanical/Electrical System Replacements	\$ -	\$ 423,500	\$ 484,000	\$ 544,500	\$ 605,000	\$ 2,057,000
	Elementary School Short Term Capacity Increase	TBD	TBD	TBD	TBD	TBD	TBD
	Lexington Public School Educational Capacity Increase	TBD	TBD	TBD	TBD	TBD	TBD
	Community Center Sidewalk	\$ -	TBD	\$ -	\$ -	\$ -	\$ -
		\$ 374,169	\$ 10,782,819	\$ 67,882,548	\$ 4,653,547	\$ 6,584,716	\$ 89,927,799
Public Works							
	Center Streetscape Improvements	\$ 1,300,000	\$ 1,333,333	\$ 1,333,333	\$ 1,333,333	\$ -	\$ 5,300,000
	Automatic Meter Reading System	\$ -	\$ 657,250	\$ 496,000	\$ 496,000	\$ -	\$ 1,649,250
	Equipment Replacement	\$ -	\$ 840,000	\$ 790,000	\$ 790,000	\$ 770,000	\$ 3,190,000
	Street Improvements	\$ -	\$ 2,548,560	\$ 2,564,552	\$ 2,580,943	\$ 2,597,744	\$ 10,291,799
	Storm Drainage Improvements and NPDES compliance	\$ -	\$ 340,000	\$ 340,000	\$ 340,000	\$ 340,000	\$ 1,360,000
	Sanitary Sewer System Investigation and Improvements	\$ -	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000	\$ 4,800,000
	Hydrant Replacement Program	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
	Pump Station Upgrades	\$ -	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 2,400,000
	Comprehensive Watershed Storm Water Management Study and Implementation	\$ -	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Water Distribution System Improvements	\$ -	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 4,000,000
	Mass Ave - Three Intersections Improvement	\$ -	\$ 50,000	\$ -	\$ 6,550,000	\$ -	\$ 6,600,000
	Sidewalk Improvement	\$ -	\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000	\$ 1,600,000
	Dam Repair	\$ -	\$ 530,000	\$ -	\$ -	\$ -	\$ 530,000
	Battle Green Master Plan - Phase 3	\$ -	\$ 570,438	\$ -	\$ -	\$ -	\$ 570,438
	Town Wide Culvert Replacement	\$ -	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 1,560,000
	Town-wide Signalization Improvements	\$ -	\$ 125,000	\$ 125,000	\$ 125,000	\$ 125,000	\$ 500,000
	Hartwell Avenue Infrastructure Improvements	\$ -	\$ -	\$ -	TBD	\$ -	TBD
	Municipal Parking lot improvements	\$ -	\$ 40,000	\$ 440,000	\$ -	\$ -	\$ 480,000
	Hartwell Avenue Compost Site Improvements	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ 350,000
	Battle Green Streetscape Improvements	\$ -	\$ 900,000	\$ -	\$ -	\$ -	\$ 900,000
	Westview Cemetery Building Renovations Assessment	\$ -	TBD	\$ -	\$ -	\$ -	TBD
	Public Parking lot Improvement Program	\$ -	\$ 100,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,600,000
	Minuteman Bikeway Wayfinding	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ 330,000
		\$ 1,300,000	\$ 12,844,581	\$ 10,718,885	\$ 16,845,276	\$ 8,462,744	\$ 50,171,487

DEFERRED FY2016 AND PROPOSED FY2017 TO FY2020 CAPITAL REQUESTS (continued)							
Recreation							
	Athletic Facility Lighting	\$ -	\$ 287,552	\$ -	\$ 483,150	\$ -	\$ 770,702
	Pine Meadows Improvements	\$ -	\$ -	\$ 50,000	\$ -	\$ 75,000	\$ 125,000
	Park and Playground Improvements	\$ -	\$ 68,000	\$ 68,000	\$ 60,000	\$ 75,000	\$ 271,000
	Town Pool Renovation	\$ -	\$ 1,188,308	\$ -	\$ -	\$ -	\$ 1,188,308
	Park Improvements - Athletic Fields	\$ -	\$ 120,000	\$ 150,000	\$ 210,000	\$ 400,000	\$ 880,000
	Pine Meadows Equipment	\$ -	\$ 50,000	\$ -	\$ 52,000	\$ 45,000	\$ 147,000
	ADA Accessibility Study Implementation	\$ -	TBD	\$ -	\$ -	\$ -	TBD
	Park Improvements- Hard Court Resurfacing	\$ -	\$ 55,000	\$ -	\$ 60,000	\$ 40,000	\$ 155,000
	Center Track and Field Reconstruction	\$ -	\$ -	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000
	Recreation Site Assessment of Potential Land Acquisition	\$ -	\$ -	TBD	\$ -	\$ -	TBD
		\$ -	\$ 1,768,860	\$ 3,268,000	\$ 865,150	\$ 635,000	\$ 6,537,010
Schools							
	Food Service Equipment	\$ -	\$ 35,000	\$ 35,000	\$ 35,000	\$ -	\$ 105,000
	School Furniture, Equipment & Systems Program	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 400,000
	Design Funds for School Traffic Safety Mitigation	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 80,000
	LPS Technology Capital Request	\$ -	\$ 1,320,000	\$ 1,320,000	\$ 1,320,000	\$ 1,320,000	\$ 5,280,000
	Additional Time Clock System Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ 1,495,000	\$ 1,455,000	\$ 1,495,000	\$ 1,420,000	\$ 5,865,000
Town Clerk							
	Archives & Records Management/Records Conservation & Preservation	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 80,000
	Election System Upgrade	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ 75,000
	\$	-	\$ 95,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 155,000
	GRAND TOTAL	\$ 1,916,169	\$ 29,105,260	\$ 83,974,433	\$ 23,933,973	\$ 17,202,460	\$ 155,782,296

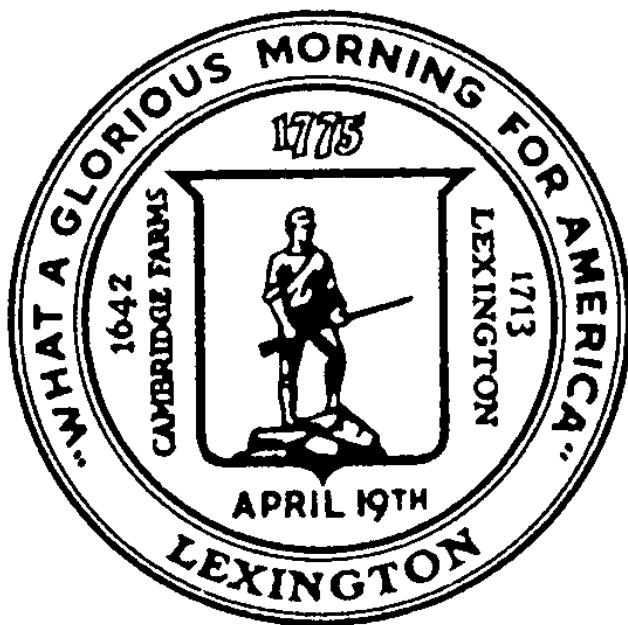
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Section XII: Appendices



- A: Program Improvement Requests
- B: Budget Information
- C: Financial Information
- D: Glossary

Appendix A: Program Improvement Request Summary





Appendix A: Program Improvement Requests

Shared and Municipal Programs 2000 – 8000

FY2016 Recommended Budget: Program Improvements

Program Improvement Request Summary

<u>Program</u>	<u>Department Request</u>	<u>Recommended</u>	<u>Not Recommended</u>
sub-total 2400 Public Facilities	\$ 234,714	\$ -	\$ 234,714
sub-total 3000 Public Works	\$ 34,511	TBD	\$ -
sub-total 4100 Police	\$ 173,794	\$ 105,621	\$ 68,173
sub-total 4200 Fire	\$ 443,893	\$ 339,173	\$ 104,720
sub-total 5100 Library	\$ 124,145	\$ 94,145	\$ 30,000
sub-total 7100 Community Development	\$ 42,368	\$ 22,368	\$ 20,000
sub-total 7200 Planning	\$ 55,000	\$ 5,000	\$ 50,000
sub-total 7300 Economic Development	\$ 78,850	\$ 75,433	\$ 3,417
sub-total 8100 Board of Selectmen	\$ 5,000	\$ 5,000	\$ -
sub-total 8200 Town Manager's Office	\$ 117,820	\$ 117,820	\$ -
sub-total 8300 Town Committees	\$ 15,000	\$ 15,000	\$ -
sub-total 8400 Finance	\$ 18,726	\$ 18,726	\$ -
sub-total 8500 Town Clerk			
sub-total 8600 Information Technology	\$ 267,527	\$ 267,527	\$ -
Total Municipal Program Improvement Requests	\$ 1,611,348	\$ 1,065,813	\$ 511,024



Appendix A: Program Improvement Requests

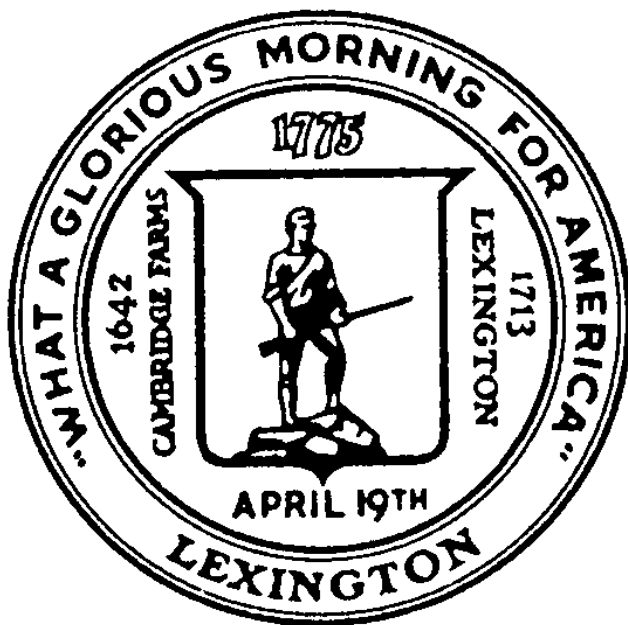
Shared and Municipal Programs 2000 – 8000

FY2016 Recommended Budget: Program Improvements

		Departmental Request				Recommendation	
Program	Description	Compensation	Expenses	Benefits	Total	Recommended	Not Recommended
Public Facilities							
2430 - Shared Facilities	In House Cleaning of Library, PSB, and TOB	\$ 126,610	\$ 900	\$ 45,000	\$ 172,510		\$ 172,510
2430 - Shared Facilities	Custodian for LCC Programming at Estabrook	\$ 47,204	\$ -	\$ 15,000	\$ 62,204		\$ 62,204
Total Public Facilities		\$ 173,814	\$ 900	\$ 60,000	\$ 234,714	\$ -	\$ 234,714
Public Works							
3400 - Environmental Services *	Heavy Equip. Oper. @ Compost Facility from PT to FT	\$ 19,600	\$ -	\$ 14,911	\$ 34,511	TBD	
Total Public Works		\$ 19,600	\$ -	\$ 14,911	\$ 34,511	TBD	\$ -
This program improvement request is under evaluation pending assessment of the impact that solar installations at the Hartwell Avenue compost facility would have on operations and the need for additional positions. If recommended, it would be funded through receipts from the Compost Revolving fund; and would not impact the General Fund budget.							
Police							
4120 - Patrol	Add Two Police Cadet Positions	\$ 25,403	\$ -	\$ -	\$ 25,403	\$ 25,403	
4120 - Patrol	High Visibility Polo Shirts for Traffic Officers	\$ -	\$ 10,400	\$ -	\$ 10,400	\$ 10,400	
4120 - Patrol	Driver Lic. Scanners for Mobile Data Terminals	\$ -	\$ 3,818	\$ -	\$ 3,818	\$ 3,818	
4130 - Traffic Bureau	New Parking Meter System - Support and Maintenance		\$ 46,000		\$ 46,000	\$ 46,000	
4120 - Patrol	Add One Patrol Officer	\$ 72,008	\$ -	\$ 16,165	\$ 88,173	\$ 20,000	\$ 68,173
Total Police		\$ 97,411	\$ 60,218	\$ 16,165	\$ 173,794	\$ 105,621	\$ 68,173
Fire							
4210 - Fire Administration	Adm. Lieutenant for Inspections & Training	\$ 87,100	\$ 1,000	\$ 16,620	\$ 104,720		\$ 104,720
4230 - Fire Suppression	Ambulance Staffing - 4 FT Positions	\$ 270,870	\$ 4,000	\$ 64,303	\$ 339,173	\$ 339,173	
Total Fire		\$ 357,970	\$ 5,000	\$ 80,923	\$ 443,893	\$ 339,173	\$ 104,720
Library							
5100 - Library	Operational Costs Adjustment	\$ -	\$ 124,145	\$ -	\$ 124,145	\$ 94,145	\$ 30,000
Total Library		\$ -	\$ 124,145	\$ -	\$ 124,145	\$ 94,145	\$ 30,000
Community Development							
7110 - Building and Zoning	Alternate Inspectors Hours Increase	\$ 11,600.00	\$ -	\$ 168.20	\$ 11,768	\$ 11,768	
7130 - Conservation	Town Wide Boardwalk and Bridge Maintenance	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	
7130 - Conservation	Daisy Wilson Meadiw Improvements	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	
7130 - Conservation	Meagherville Bridge Renovation	\$ -	\$ 1,100	\$ -	\$ 1,100	\$ 1,100	
7130 - Conservation	Conservation Contractual Hours (Wetland Specialist)	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ 20,000
7140 - Health	Rodent Control Survey and Baiting	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	
Total Community Development		\$ 11,600	\$ 30,600	\$ 168	\$ 42,368	\$ 22,368	\$ 20,000
Planning							
7210 - Planning	Battle Road Scenic Byway Project	\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	
7210 - Planning	Comprehensive Plan Update, Economic Dev	\$ -	\$ 50,000	\$ -	\$ 50,000		\$ 50,000
Total Planning		\$ -	\$ 55,000	\$ -	\$ 55,000	\$ 5,000	\$ 50,000
Economic Development							
7330 - Tourism	Recording Secretary (P/T)	\$ 2,081		\$ 30	\$ 2,111		\$ 2,111
7310 - Economic Development	Middlesex3 Coalition Annual Membership		\$ 2,000		\$ 2,000	\$ 2,000	
7330 - Tourism	Distributor of Visitor's Guides (P/T)	\$ 1,020	\$ 286	\$ -	\$ 1,306	\$ -	\$ 1,306
7330 - Tourism	Tourism Staffing (Request still being developed)	\$ 58,641	\$ -	\$ 14,792	\$ 73,433	\$ 73,433	
Total Economic Development		\$ 61,742	\$ 2,286	\$ 14,822	\$ 78,850	\$ 75,433	\$ 3,417
Board of Selectmen							
8110 - Selectmen's Office	Annual Report Editor		\$ 5,000		\$ 5,000	\$ 5,000	
Total Board of Selectmen		\$ -	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -
Town Manager's Office							
8210 - Town Manager	Senior Management Position	\$ 102,499		\$ 15,321	\$ 117,820	\$ 117,820	
Total Town Manager's Office		\$ 102,499	\$ -	\$ 15,321	\$ 117,820	\$ 117,820	\$ -
Town Committees							
8330 - 20/20 Vision Committee	Study of Community Models of Multicultural Integration	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	
Total Town Committees		\$ -	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ -
Finance							
8430 - Assessing	Increase part-time Assessors Clerk position to full-time	\$ 18,444		\$ 282	\$ 18,726	\$ 18,726	
Total Finance		\$ 18,444	\$ -	\$ 282	\$ 18,726	\$ 18,726	\$ -
Information Technology							
8600 - IT	Webmaster/Webdesigner	\$ 70,367	\$ 4,000	\$ 14,809	\$ 89,176	\$ 89,176	
8600 - IT	Project Manager	\$ 70,367	\$ 4,000	\$ 14,809	\$ 89,176	\$ 89,176	
8600 - IT	Application Administrator	\$ 70,367	\$ 4,000	\$ 14,809	\$ 89,176	\$ 89,176	
Total Information Technology		\$ 211,101	\$ 12,000	\$ 44,426	\$ 267,527	\$ 267,527	\$ -
TOTAL		\$ 1,054,180	\$ 310,149	\$ 247,019	\$ 1,611,348	\$ 1,065,813	\$ 511,024

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Appendix B: Budget Information



Budget Bylaw– Table of Contents

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CAPITAL EXPENDITURES COMMITTEE	
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This document summarizes local and state law regarding town budget preparation and submission. References are made to Massachusetts General Laws, the By-Laws of the Town of Lexington, the Lexington Selectmen-Town Manager Act, and the Administrative Directives of the Lexington Town Manager. Those references offering the greatest amount of information on the given topic have been listed first.

The Town Manager

The Town Manager is appointed by the Board of Selectmen to oversee the daily operations of the Town, to administer the policies and procedures of the Board, and to enforce all by-laws and actions passed at Town Meetings. The Manager is the Chief Executive Officer of the Town, and his/her authority and responsibilities are established in the Selectmen-Town Manager Act of 1968 (at page A20107 – Appendix §A201 Special Acts).

REQUEST FOR DEPARTMENTAL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request all boards, departments, committees, commissions and officers of the Town, except the School Committee, to submit to him/her in writing a detailed estimate of the appropriations required for the efficient and proper conduct of the respective departments and offices during the next fiscal year.

REQUEST FOR SCHOOL BUDGET INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

The Town Manager may request from the School Committee a total budget estimate for the next fiscal year.

The Town Manager (con't)

REQUEST FOR CAPITAL EXPENDITURES INFORMATION

TO OCCUR: Annually, at Town Manager's request

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)
Sections 29-13 and 29-14 of the Code of the Town of Lexington

All boards, departments, committees, commissions and officers of the Town shall annually submit to the Town Manager and to the Capital Expenditures Committee in writing a detailed estimate of the capital expenditures (as defined below) required for the efficient and proper conduct of their respective departments and offices for the next fiscal year and the ensuing four year period.

Definitions of Capital Expenditures

Per Section 29-14 of the Code of the Town of Lexington, "Capital Expenditures shall mean any and all expense of a non-recurring nature not construed as an ordinary operating expense, the benefit of which will accrue to the Town over an extended period of time."

Per the Manager's budget, "A capital project is defined as a major, non-recurring expenditure including at least one of the following:

- acquisition of land for a public purpose;
 - construction of, or addition to, a facility such as a public building, water or sewer lines, or playfields, etc.;
 - rehabilitation or repair of a building, facility, or equipment; provided the cost is \$25,000 or more and the improvement will have a useful life of 10 years or more;
 - purchase of equipment costing \$25,000 or more, with a useful life of 5 years or more (all cars are defined to be non-capital items);
 - any planning, engineering or design study related to an individual capital project."
-

The Town Manager (con't)

SUBMISSION OF TOWN BUDGET TO SELECTMEN

TO OCCUR: On the specified date

REFERENCE: Section 90-12 of the Code of the Town of Lexington
Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)

Section 12. The Town Manager shall annually submit to the Selectmen, the Appropriation Committee, and the Capital Expenditures Committee for their consideration a proposed budget, revenue statement and tax rate estimate on a date specified no later than September 30 by the Selectmen after consultation with the School Committee, Appropriation Committee and the Capital Expenditures Committee.

SUBMISSION OF CAPITAL EXPENDITURES BUDGET TO SELECTMEN

TO OCCUR: Annually

REFERENCE: Selectmen-Town Manager Act §12 (Appendix §A201 Special Acts at page A20113)

The Town Manager shall submit in writing to the Board of Selectmen and to the Capital Expenditures Committee a careful, detailed estimate of the recommended capital expenditures for the next fiscal year and the ensuing four year period, showing specifically the amount necessary to be provided for each office, department and activity and a statement of the amounts required to meet the interest and maturing bonds and notes or other indebtedness of the Town.

The Board of Selectmen

Lexington's charter establishes an elected five member Board of Selectmen to oversee the executive branch of Town government. Selectmen are elected for three-year terms and are responsible for the general direction and management of the property and affairs of the Town.

RECOMMENDATIONS ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §13 (Appendix §A201 Special Acts at page A20113)
Mass. General Law Ch. 41, § 60

The Selectmen shall consider the proposed budget submitted by the Town Manager and make such recommendations relative thereto as they deem expedient and proper in the interest of the Town. The Selectmen shall transmit a copy of the budget together with their recommendations relative thereto to the Appropriation Committee and, for its information, a copy to the Capital Expenditures Committee.

RECOMMENDATIONS ON CAPITAL BUDGET

TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Selectmen-Town Manager Act §12-13 (Appendix §A201 Special Acts at page A20113)

The Selectmen shall consider the capital budget submitted by the Town Manager and make such recommendations relative thereto as they deem appropriate and proper in the interests of the Town. The Selectmen shall transmit a copy of the capital budget together with their recommendations relative thereto to the Appropriation Committee and to the Capital Expenditures Committee.

Board of Selectmen (con't)

SUBMISSION OF BUDGET TO TOWN MEETING

TO OCCUR: At least four weeks prior to the date when the Annual Town Meeting is scheduled to consider the budget.

REFERENCE: Section 90-13 of the Code of the Town of Lexington

The Selectmen shall submit a budget at the annual Town Meeting. The Selectmen's proposed budget shall be distributed to the Appropriation Committee, the Capital Expenditures Committee, and to each Town Meeting Member at least four weeks prior to the date when the Annual Town Meeting is scheduled to consider it.

The Appropriation Committee

The Appropriation Committee is a nine-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and serve to evaluate the fiscal policies and priorities set by the Board of Selectmen and the Town Meeting. The Committee advises Town Meeting Members on financial proposals, analyzes operating budget proposals, makes fiscal projections, and reviews funding for proposed capital improvements. The Committee's approval is required to use reserve funds for unanticipated operating costs.

APPROPRIATION COMMITTEE REPORT ON TOWN BUDGET

TO OCCUR: Prior to the Annual Town Meeting

REFERENCE: Section 29-11(A) of the Code of the Town of Lexington
Mass. General Law Ch. 39, § 16

The Committee shall prior to each annual town meeting for the transaction of business prepare, publish and distribute by making copies available at the Office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each town meeting member a review of the budget adopted by the Board of Selectmen to be considered at the Annual Town Meeting. This review will include the Committee's advice and recommendations with reference to the various appropriations of town funds, and other municipal matters coming before such town meeting. The Appropriation Committee shall include in its report an assessment of the budget plan based on all the data available to it concerning the next year's revenues and expenses as well as a projection for future years' revenues and expenses.

This publication may be combined with and distributed at the same time as the Capital Expenditures Committee Report (Section 29-13(B) of the Code of the Town of Lexington).

EXPLANATION OF APPROPRIATION COMMITTEE REPORT

TO OCCUR: At the annual Town Meeting

REFERENCE: Section 29-11(B) of the Code of the Town of Lexington

The Appropriation Committee shall explain its report with advice and recommendations and it shall also at each special Town meeting give its advice and recommendations with reference to any appropriation of the Town funds or other municipal matter coming before such special Town meeting.

The Capital Expenditures Committee

The Capital Expenditures Committee is a five-member board appointed by the Town Moderator. Members are appointed to three-year overlapping terms and consider the relative need, timing and cost of capital expenditure projects proposed for the ensuing five-year period.

CAPITAL EXPENDITURES REPORT

TO OCCUR: Prior to the annual Town Meeting

REFERENCE: Section 29-13 of the Code of the Town of Lexington

Each year the Capital Expenditures Committee shall request and receive from the Town boards and departments a list of all capital expenditures that may be required within the ensuing five-year period. The Committee shall consider the relative need, timing and cost of these projects, the adequacy thereof and the effect these expenditures might have on the financial position of the Town.

The Committee shall prior to each annual meeting for the transaction of business prepare, publish and distribute by making copies available at the office of the Town Clerk and at Cary Memorial Library, and by mailing or otherwise distributing to each Town meeting member, a report of its findings, setting forth a list of all such capital expenditures together with the Committee's recommendations as to the projects that should be undertaken within the five-year period and the approximate date on which each recommended project should be started. This publication may be combined with and distributed at the same time as the Appropriation Committee report.

[Amended 3-16-1981 ATM by Art. 11; 3-23-2009 ATM by Art. 33]

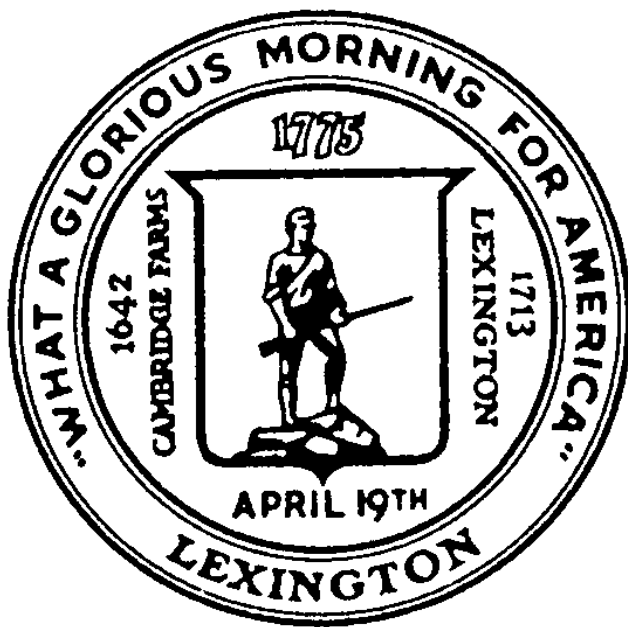
Override History

An operating override is an action taken by the voters of a town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and thus becomes a permanent addition to the tax levy limit.

Two provisions within Proposition 2 ½ allow votes to authorize the Town to raise taxes above the tax levy limit: an operating override or a debt exclusion. A debt exclusion is a temporary increase in the tax levy limit to fund the debt service associated with a capital project. A debt exclusion requires a majority vote but does not become a permanent part of the tax levy. The following table shows the history of overrides and debt exclusions in Lexington.

History of Proposition 2 1/2 Override Votes				
Date of Vote	FY	Proposition 2½ Overrides	Amount	Result
Jan 2012	2012	Debt Exclusion		
		Estabrook School Reconstruction	\$ 29,100,000	Approved
		Bridge and Bowman Schools Renovations	\$ 22,700,000	Approved
Jun 2007	2008	Override		
		Schools	\$ 3,981,589	Approved
	2008	Debt Exclusion		
		Public Works Facility	\$ 25,180,000	Approved
Jun 2006	2007	Override		
		Schools #1	\$ 2,614,509	Not Appr.
		Schools #2	\$ 551,607	Not Appr.
		Maintenance - Schools & Municipal	\$ 1,059,100	Approved
		Municipal	\$ 799,335	Approved
Jun 2004	2005	Override	\$ 4,224,340	Approved
Jun 2003	2004	Override	\$ 4,957,000	Not Appr.
Jun 2002	2003	Debt Exclusion - Schools, Roads, Lincoln Park	\$ 42,550,000	Approved
May/June 2000	2001	Override – Town/School Services and Roads	\$ 3,440,829	Approved
Dec 1998	2000	Debt Exclusion – School Building Project	\$ 52,235,000	Approved
Dec 1997	-	Debt Exclusion – School Building Project	\$ 68,200,000	Not Appr.
Jun 1995	1996	Override – Town/School Services		
		Schools	\$ 1,172,152	Approved
		Open Space	\$ 29,000	Approved
		Police	\$ 102,000	Approved
		Fire	\$ 196,848	Approved
Jun 1992	1993	Override – Trash Collection	\$ 2,718,092	Approved
Jun 1990	1991	Override – Town/School Services	\$ 1,097,829	Approved
Aug 1988	1989	Debt Exclusion – Pine Meadows Golf Course	\$ 11,000,000	Approved

Appendix C: Financial Information



Summary of Town Fund Balances

Combined Summary of Revenues & Expenditures - FY 2014 Actual

This spreadsheet shows beginning and ending fund balances for FY2014. Beginning balances (as of July 1, 2013) are shown on the first line, followed by all revenues received by category (Tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY2014 actuals are provided because it is the most recent fiscal year for which data is available.

	General Fund	Sewer	Water	Recreation	Special Revenue	Capital	Trusts	Total All Funds
Beginning Balances	\$31,266,137	\$ 27,327,981	\$ 23,324,286	\$ 3,440,171	\$ 16,825,881	\$ 26,406,184	\$ 25,299,894	\$153,890,534
REVENUES								
Property Taxes, net	\$ 147,734,080				3,779,719			\$ 151,513,799
Intergovernmental	\$ 11,009,443				\$ 10,495,297	\$ 7,621,622	\$ 5,656	\$ 29,132,018
MV & Other Excise Tax	\$ 6,303,905							\$ 6,303,905
Departmental Fees & Charges	\$ 2,651,353	\$ 9,903,529	\$ 9,238,650	\$ 2,010,974	\$ 31,781,397		\$ 3,867	\$ 55,589,770
Investment Income	\$ 1,961,759	\$ 7,056	\$ 7,676	\$ 3,898	\$ 1,679,465		\$ 894,628	\$ 4,554,482
Special Assessments	\$ 103,086							\$ 103,086
In-Lieu Payments	\$ 535,492							\$ 535,492
Penalties & Interest	\$ 670,076							\$ 670,076
Licenses & Permits	\$ 1,689,264							\$ 1,689,264
Fines & Forfeits	\$ 376,800							\$ 376,800
Bond Proceeds		\$ 1,066,444	\$ 1,344,923		\$ 4,219,757	\$ 18,131,869		\$ 24,762,993
Employee Contributions/Other							\$ 215,827	\$ 215,827
TOTAL REVENUES:	\$ 173,035,258	\$ 10,977,028	\$ 10,591,249	\$ 2,014,872	\$ 51,955,635	\$ 25,753,491	\$ 1,119,978	\$ 275,447,511
Transfers from other funds	\$ 2,277,405		\$ 50,000		\$ 3,420,210	\$ 9,019,810	\$ 4,866,132	\$ 19,633,557
TOTAL AVAILABLE RESOURCES	\$ 175,312,663	\$ 10,977,028	\$ 10,641,249	\$ 2,014,872	\$ 55,375,845	\$ 34,773,301	\$ 5,986,110	\$ 295,081,068
EXPENDITURES								
General Government	\$ 7,983,014				\$ 5,116,105	\$ 43,762,747		\$ 56,861,866
Public Safety	\$ 12,166,121				\$ 1,697,980	\$ 459,763	\$ 5,425	\$ 14,329,289
Education	\$ 88,082,758				\$ 11,227,421	\$ 1,250,194		\$ 100,560,373
Public Works	\$ 7,581,924	\$ 8,190,535	\$ 7,819,462		\$ 4,531,383	\$ 2,001,844		\$ 30,125,148
Health and Human Services	\$ 1,365,886				\$ 259,173	\$ 22,940		\$ 1,647,999
Culture and Recreation	\$ 3,189,114			\$ 1,666,382	\$ 166,139		\$ 3,950	\$ 5,025,585
State and County Assessments	\$ 795,309							\$ 795,309
Debt Service	\$ 12,343,314	\$ 1,112,818	\$ 1,258,628	\$ 100,000		\$ 1,724,057		\$ 16,538,817
Pension/Insurance	\$ 26,825,613	-	-	-	\$ 24,057,745	\$ 42,579		\$ 50,925,937
TOTAL EXPENDITURES:	\$ 160,333,053	\$ 9,303,353	\$ 9,078,090	\$ 1,766,382	\$ 47,055,946	\$ 49,264,124	\$ 9,375	\$ 276,810,323
Transfers to other funds	\$ 14,037,679	\$ 450,116	\$ 818,689	\$ 415,350	\$ 697,500	-	\$ 2,265,058	\$ 18,684,392
ENDING FUND BALANCES	\$ 32,208,067	\$ 28,551,540	\$ 24,068,757	\$ 3,273,311	\$ 24,448,280	\$ 11,915,362	\$ 29,011,571	\$ 153,476,887

Summary of Revolving Fund Balances

FY 2014 Actuals (and first half of FY2015)

This spreadsheet shows beginning and ending balances for municipal Revolving Funds for FY2014 and the first half of FY2015. Beginning balances (as of July 1, 2013) are shown on the first line, followed by all revenues received by category (tax levy, intergovernmental revenue/state aid, fees, etc.) on the left-hand side of the page. Expenditures are shown by service category (education, public safety, public works, etc.). FY2014 actuals are provided because it is the most recent fiscal year for which data is available. Roles for the establishment, use and reporting of Revolving Funds is governed by M.G.L. Ch.44, Sec. 53E 1/2.

	(1) 7/1/13 Beg Bal	(2) FY14 Revenue	(3) FY14 Expenditures	(4) 6/30/2014 End Bal	(5) July-Dec 14 Revenue	(6) July-Dec 14 Expenditures	(7) 12/31/2014 End Bal
Tree	\$ 22,267	\$ 22,497	\$ 25,000	\$ 19,764	\$ 22,350	\$ 16,571	\$ 25,543
Burial Container	\$ 122,756	\$ 51,770	\$ 26,538	\$ 147,988	\$ 17,145	\$ 38,240	\$ 126,893
Compost Operations	\$ 518,290	\$ 736,569	\$ 445,925	\$ 808,934	\$ 252,442	\$ 191,120	\$ 870,256
MHHP Operations	\$ 71,480	\$ 130,172	\$ 145,727	\$ 55,925	\$ 61,316	\$ 122,726	\$ (5,485)
Council on Aging Programs	\$ 45,678	\$ 67,265	\$ 63,617	\$ 49,327	\$ 30,138	\$ 25,132	\$ 54,332
Health Programs	\$ 11,177	\$ 23,118	\$ 9,141	\$ 25,154	\$ -	\$ 11,516	\$ 13,638
PEG/Lexington Comm. TV	\$ 842,348	\$ 631,520	\$ 560,708	\$ 913,160	\$ 346,734	\$ 615,369	\$ 644,525
School Bus Transportation	\$ 206,752	\$ 686,739	\$ 551,768	\$ 341,723	\$ 535,307	\$ 569,955	\$ 307,074
Public Facilities Revolving Fund	\$ 84,887	\$ 401,085	\$ 390,557	\$ 95,415	\$ 129,328	\$ 177,449	\$ 47,294
Liberty Ride	\$ 72	\$ 212,275	\$ 212,347	\$ -	\$ 146,156	\$ 163,032	\$ (16,876)
Regional Cache - Hartwell Ave	\$ 1,866	\$ 1,958	\$ 942	\$ 2,882	\$ 5,008	\$ 727	\$ 7,163

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
Community Preservation Act Revenue										
Property Surcharge	\$ 2,531,494	\$ 2,777,882	\$ 2,922,795	\$ 3,042,587	\$ 3,215,551	\$ 3,360,117	\$ 3,510,101	\$ 3,772,140	\$ 3,907,000	\$ 4,166,000
State Match		\$ 2,556,362	\$ 1,927,708	\$ 1,060,390	\$ 885,463	\$ 885,463	\$ 929,507	\$ 1,932,347	\$ 927,310	\$ 867,000
Investment Income	\$ 48,911	\$ 148,154	\$ 101,141	\$ 41,153	\$ 36,023	\$ 19,101	\$ 13,784	\$ 23,826	\$ 14,000	\$ 15,000
Donations/Other	\$ 20,000	\$ -	\$ 3,500	\$ -	\$ -	\$ -	\$ 30,297		\$ -	\$ -
Total Revenues	\$ 2,600,406	\$ 5,482,398	\$ 4,955,144	\$ 4,144,130	\$ 4,137,037	\$ 4,264,682	\$ 4,483,689	\$ 5,728,313	\$ 4,848,310	\$ 5,048,000
Use of Community Preservation Funds										
Open Space Reserve Allocation										
Beginning balance	\$ 230,000	\$ 230,000	\$ 690,847	\$ -	\$ 397,207	\$ -	\$ -	\$ 1,174	\$ 504,730	\$ 769,561
New Allocation	\$ -	\$ 523,347	\$ 430,564	\$ 397,207	\$ 414,470	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,174	\$ 5,633	\$ -	\$ -
Total	\$ 230,000	\$ 753,347	\$ 1,121,411	\$ 397,207	\$ 811,677	\$ 419,900	\$ 427,474	\$ 556,230	\$ 989,561	\$ 1,274,361
Appropriations for:										
West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Goodwin Property (Art. 5, November 2008 STM)	\$ -	\$ -	\$ 181,517	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leary Property (Art. 12, April 13 2009 ATM)	\$ -	\$ -	\$ 939,894	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Minuteman Bikeway (Art. 8(a), 2010 ATM) (1/2 appropriation, split with Unbudgeted Reserve)	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cotton Farm Acquisition (Art 9, 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 651,677	\$ -	\$ -	\$ -	\$ -	\$ -
Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Unbudgeted Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 419,900	\$ -		\$ -	\$ -
Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 426,300		\$ -	\$ -
CPA Conservation Restriction Enforcement Funds (Art 8(b), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ -
Lexington Center Pocket Park Design and Ancillary Costs(Art 8(l), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 21,500.00	\$ -	\$ -
ACROSS Lexington Pedestrian/Bicycle Route System(Art 8(n), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -
Art 3 STM 6/14/14 Land Acquisition - off Concord Road	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,000	
Conservation Meadow Preservation Program (Art 8(a), 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 26,400
Property Purchase - 241 Grove Street (Art. 9, March 23, 2015 STM) (Note, total acquisition costs are \$755,000 of which \$140,000 is allocated to Community Housing and \$95,000 is allocated to the Unbudgeted Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -		\$ 520,000
FY16 CPA Debt Service (Art. 8(r), 2015 ATM (Note, \$1,992,400 of FY16 debt service is in the Unbudgeted Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 424,800
subtotal - appropriations	\$ -	\$ 62,500	\$ 1,121,411	\$ -	\$ 811,677	\$ 419,900	\$ 426,300	\$ 51,500	\$ 220,000	\$ 971,200
Open Space Reserve Balance at end of fiscal year	\$ 230,000	\$ 690,847	\$ -	\$ 397,207	\$ -	\$ -	\$ 1,174	\$ 504,730	\$ 769,561	\$ 303,161
Historic Resources Reserve Allocation										
Beginning balance	\$ 25,000	\$ 45,000	\$ -	\$ -	\$ 141,194	\$ 416,996	\$ 521,515	\$ 729,283	\$ 200,613	\$ 118,186
Donations	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
New Allocation	\$ -	\$ 676,045	\$ 1,361,900	\$ 484,700	\$ 2,214,839	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ -	\$ 416,996	\$ 29,619	\$ 602,756	\$ 118,186	\$ -	\$ -
Total	\$ 45,000	\$ 721,045	\$ 1,361,900	\$ 484,700	\$ 2,773,029	\$ 866,515	\$ 1,550,571	\$ 1,396,892	\$ 685,444	\$ 622,986
Appropriations for:										
Munroe and Old Burial Grounds (Art. 26(b) 2007 ATM)	\$ -	\$ 367,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Historic Homes Fire Monitoring Systems (Art. 26(c) 2007 ATM)	\$ -	\$ 18,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Buckman Tavern Boiler (Art. 26(d) 2007 ATM)	\$ -	\$ 10,685	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Comprehensive Cultural Resource Survey (Art. 26(e) 2007 ATM)	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
East Lexington Library Study (Art. 26(g) 2007 ATM)	\$ -	\$ 43,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Hall Performance Restoration (Art. 26(h) 2007 ATM)	\$ -	\$ 147,130	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Historic Signage (Art. 26(i) 2007 ATM)	\$ -	\$ 18,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Muzzey Condominium Study (Art. 26(l) 2007 ATM)	\$ -	\$ 26,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
Belfry Hill Tree Restoration (Art. 9(b) 2008 ATM)	\$ -	\$ -	\$ 9,850	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 9(f) 2008 ATM)	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
School Administration Building/Old Harrington (Art. 9(j) 2008 ATM)	\$ -	\$ -	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Munroe Center Sprinkler System (Art. 9(g) 2008 ATM)	\$ -	\$ -	\$ 579,550	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Office Complex Building Envelope (Art. 9(k) 2008 ATM)	\$ -	\$ -	\$ 95,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
East Lexington Fire Station (Art.9 (l) 2008 ATM)	\$ -	\$ -	\$ 47,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ADA Accessible Bathrooms and Signs for TOB (Art. 9m) 2008 ATM)	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 11(d) 2009 ATM)	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Vault Control - Supplemental Appropriation (Art. 11(e) 2009 ATM) IP'D	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Office Building Renovation and Design (Art. 11(f) 2009 ATM)	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lexington Police Station Space Needs Study (Art. 11(g) 2009 ATM)	\$ -	\$ -	\$ -	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Headquarters Renovation (Art. 11(i) 2009 ATM)	\$ -	\$ -	\$ -	\$ 29,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stone Building Study (Art. 11(h) 2009 ATM)	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Munroe Tavern Historic Structures Report (Art. 11(k) 2009 ATM)	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Library Vault, Preservation Project - Archives (Art. 8(h) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Building Envelope, Cary Mem. Bldg./TOB (Art. 8(k) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 73,000	\$ -	\$ -	\$ -	\$ -	\$ -
Muzzey Senior Center Improvements Study (Art. 8(o) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 45,100	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building/TOB HVAC Controls Upgrade (Art. 8(m) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station Ventilation System (Art. 8(n) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 31,700	\$ -	\$ -	\$ -	\$ -	\$ -
White House Historic Structure Report (Art. 8(p) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -
Stone Building Exterior Stabilization (Art.8(q) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 202,933	\$ -	\$ -	\$ -	\$ -	\$ -
Town Office Building Renovation (Art. 8(l) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building - Venue Improvements Study (Art.8(i) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Archives and Records Management/Records Conservation (Art.8 (g) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Memorial Building Signage (Art.8(j) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Munroe Tavern Capital Improvements (Art.(r)2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -
Battle Green Master Plan Study (Art.8(t) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Cultural Resources Study - Supplemental Appropriation (Art.8(s) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 8(a) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
East Lexington Fire Equipment Doors Replacement (Art.8(b) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Battle Green Monument Restoration (Art. 8(e) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Battle Green Master Plan Implementation (Art.8(f) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -
Cary Library Vault, Preservation Project - Archives (Supplemental Appropriation) (Art. 7(a), November 14, 2011 STM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Archive Record Management & Conservation (Art. 8 (a), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Paint Mine Barn Preservation (Art. 8 (b), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,770	\$ -	\$ -	\$ -
Muzzey Senior Center Upgrades (Art. 8 (c), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 561,518	\$ -	\$ -	\$ -
Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Archives and Records Management/Conservation (Art.8(a) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Buckman Tavern Restoration and Renovation (Total cost is \$650,000; residual balance is funded from Unbudgeted Reserves)(Art.8(o) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -
Cary Memorial Building Upgrades (Total cost is \$550,000; residual balance is funded from Unbudgeted Reserves)(Art.8(b) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 314,523	\$ -	\$ -
Merriam Hill Preservation Project (Art.8(j) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -
Moon Hill National Register Nomination Project (Art.8(k) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
Community Center Renovations (Art. 4, 11/4/2013 STM as amended at the 3/24/2014 STM) - (Total Cost is \$6,320,000 comprised of the following: Undesignated Fund Balance of the CPA Fund (\$2,135,041); residual balance funded from Historic Resources Reserve (\$650,034), Balance of Unbudgeted Reserve as of 3/13/14 (\$2,561,109) and General Fund Unreserved Fund Balance (\$422,816) and CPA-funded Debt Financing(\$551,000)). Note: \$100,000 of cost is for sidewalk construction which is to be funded under Art. 8(a) of the 2014 ATM with funds from the allocation to Unbudgeted Reserve as of 7/1/14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 602,756	\$ -	\$ -
Visitor Center - Design Phase (Art. 8(b) 2014 ATM) - Total Cost is \$220,608 of which	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,332	\$ -
Hastings Park Gazebo Renovations (Art. 8(c) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 120,000	\$ -
Historical Commission Inventory Forms for Listed Buildings (Art. 8(d) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Battle Green Streetscape Improvements (Art. 8(e) 2014 ATM) - Total Cost is \$90,000 of	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,000	\$ -
Art 10 6/13/14 Community Center amendment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 289,926	\$ -
Cary Memorial Building Sidewalk Enhancements (Art. 4 March 23, 2014 STM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,200
Parker's Revenge Site Restoration (Art. 8(b) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,790

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
First Parish Church Restoration - Historic Structure Report (Art. 8(c) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Cary Memorial Building Records Center Shelving (Art. 8(d) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,398
Battle Green Streetscape Improvements (Art. 8(e) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
Community Center Sidewalk Design (Art. 8(f) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Community Center Preservation Restriction Endowment (Art. 8(h) 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000
subtotal - appropriations	\$ -	\$ 721,045	\$ 1,361,900	\$ 334,700	\$ 2,356,033	\$ 345,000	\$ 821,288	\$ 1,196,279	\$ 567,258	\$ 561,388
Historic Resources Reserve Balance at end of fiscal year	\$ 45,000	\$ -	\$ -	\$ -	\$ 416,996	\$ 521,515	\$ 729,283	\$ 200,613	\$ 118,186	\$ 61,598

Community Housing Reserve Allocation

Beginning balance	\$ 230,000	\$ 230,000	\$ 198,193	\$ -	\$ 7,289	\$ 3,533	\$ 30,001	\$ 11,796	\$ 396,587	\$ 8,102
New Allocation	\$ -	\$ 523,347	\$ 638,293	\$ 1,165,828	\$ 1,083,840	\$ 419,900	\$ 426,300	\$ 549,423	\$ 484,831	\$ 504,800
Close Out of Unused Project Balances	\$ -	\$ -	\$ -	\$ -	\$ 3,532	\$ -	\$ 11,796	\$ 8,102		
Total	\$ 230,000	\$ 753,347	\$ 836,486	\$ 1,165,828	\$ 1,094,661	\$ 423,433	\$ 468,097	\$ 569,321	\$ 881,418	\$ 512,902

Appropriations for:

Greeley Village Window Replacement (Art. 26(f) 2007 ATM)	\$ -	\$ 228,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Douglas House Specialized Affordable Housing (Art. 26(j) 2007 ATM)	\$ -	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Muzzey Condominium Study (Art. 26(l) 2007 ATM)	\$ -	\$ 26,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Survey and Define Aff. Housing Assist. Prog. (Art. 9(a) 2008 ATM)	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Vynebrook Village Windows (Art. 9(e) 2008 ATM)	\$ -	\$ -	\$ 158,686	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Parker Manor Condo Purchases (Art. 9(g) 2008 ATM)	\$ -	\$ -	\$ 652,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Greeley Roof Replacement (Art. 11(j) 2009 ATM)	\$ -	\$ -	\$ -	\$ 320,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lexhab Purchase of 3 Properties (Art. 11(l) 2009 ATM)	\$ -	\$ -	\$ -	\$ 845,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Greeley Village Siding Replacement (Art. 8(d) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 386,129	\$ -	\$ -	\$ -	\$ -	\$ -
Vynebrooke Village Design Study (Art. 8(e) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -
LexHAB Purchase of 2 Properties (Art. 8(f) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 695,000	\$ -	\$ -	\$ -	\$ -	\$ -
LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from Unbudgeted Reserves)(Art. 8(d) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 393,432	\$ -	\$ -	\$ -	\$ -
LexHAB - Set Aside for Housing Acquisition - \$450,000 (Art. 8 (g), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450,000	\$ -	\$ -	\$ -
Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,301	\$ -	\$ -	\$ -
Greeley Village Front Doors (Art. 8 (l), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172,734	\$ -	\$ -
Vynebrooke Village Renovations (Art. 8(f) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,551	\$ -
LexHAB Set-Aside funds for Development of Community Housing at the Busa Property - (Total cost is \$750,000; residual balance is funded from Unbudgeted Reserve) (Art. 8(g) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 572,764	\$ -
Property Purchase - 241 Grove Street (Art. 9, March 23, 2015 STM) (Note , total acquisition costs are \$755,000 of which \$520,000 is allocated to Open Space and \$95,000 is allocated to the Unbudgeted Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 140,000
subtotal - appropriations	\$ -	\$ 555,154	\$ 836,486	\$ 1,165,828	\$ 1,091,129	\$ 393,432	\$ 456,301	\$ 172,734	\$ 873,315	\$ 140,000
Community Housing Reserve Balance at end of fiscal year	\$ 230,000	\$ 198,193	\$ -	\$ -	\$ 3,532	\$ 30,001	\$ 11,796	\$ 396,587	\$ 8,102	\$ 372,901

Unbudgeted Reserve

Beginning balance	\$ 1,530,000	NA	NA	NA	NA	NA	NA	NA	NA	NA
New Allocation	\$ -	\$ 3,510,731	\$ 1,874,884	\$ 1,924,336	\$ 431,557	\$ 2,939,300	\$ 3,145,607	\$ 3,845,961	\$ 3,393,817	\$ 3,533,600
Total	\$ 1,530,000	\$ 3,510,731	\$ 1,874,884	\$ 1,924,336	\$ 431,557	\$ 2,939,300	\$ 3,145,607	\$ 3,845,961	\$ 3,393,817	\$ 3,533,600

Appropriations for:

Hancock Clark Restoration (Art. 4, 2006 STM - for Hist. Pres.)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lexington Depot (Art. 4, 2006 STM - for Hist. Pres.)	\$ 44,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Hall Records Vault (Art. 4, 2006 STM - for Hist. Pres.)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
West Lexington Greenway Corridor (Art. 26(k) 2007 ATM)	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Center Playfield Drainage Improvements (Art. 26(a) 2007 ATM)	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses (Art. 26(m) 2007 ATM)	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
Administrative Expenses (Art. 9(r) 2008 ATM)	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Old Reservoir Management (Art. 9(d) 2008 ATM)	\$ -	\$ -	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Harrington Pre-School Playground (Art. 9(i) 2008 ATM)	\$ -	\$ -	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Harrington Pre-Schl Plygrnd (Suplmtl. Apptn.(Art. 6, Nov. 2008 STM))	\$ -	\$ -	\$ 35,135	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Park Improvements Center Playfields (Art. 11(a) 2009 ATM)	\$ -	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Old Reservoir/Marrett Rd. Stormwater Mitigation (Art. 11(b) 2009 ATM)	\$ -	\$ -	\$ -	\$ 569,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pine Meadow Improvements (Art. 11(c) 2009 ATM)	\$ -	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses (Art. 11(n) 2009 ATM)	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leary (Art. 12. April 13 2009 ATM)	\$ -	\$ -	\$ 1,659,749	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Minuteman Bikeway (Art. 8(a), 2010 ATM) (1/2 appropriation, split with Open Space Reserve)	\$ -	\$ -	\$ -	\$ -	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -
Center Playfields Drainage - Implementation Phase - \$875,173 (Art. 8 (c), 2010 ATM, \$603,622 of project cost financed from undesignated fund balance)	\$ -	\$ -	\$ -	\$ -	\$ 271,551	\$ -	\$ -	\$ -	\$ -	\$ -
Cotton Farm Debt Service (Art. 9, 2010 ATM) (\$3,857,000 Authorization). FY12 debt service is \$1,300,604 on a \$1,297,400 bond anticipation note; residual balance of the debt service is funded from the Open Space Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 880,704	\$ -	\$ -	\$ -	\$ -
Busa Farm Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization). FY12 debt service is \$974,600; residual balance of the FY12 debt service to be funded with \$216,885 in free cash derived from portion of FY2010 bond premium and accrued interest attributable to issuance of Busa Farm debt in February 2010.)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 757,715	\$ -	\$ -	\$ -	\$ -
LexHAB - Set Aside for Housing Acquisition (Total cost is \$450,000; residual balance is funded from the Community Housing Reserve) (Art.8(d)2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 56,568	\$ -	\$ -	\$ -	\$ -
Vynebrook Village Drainage Improvements (Art.8(i) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 364,800	\$ -	\$ -	\$ -	\$ -
FY12 Administrative Expenses (Art. 8(l) 2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
FY13 Administrative Expenses (Art. 8 (m), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -
Center Playfields Drainage - Implementation Phase - (Art. 8 (e), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 605,718	\$ -	\$ -	\$ -
Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Undesignated Fund Balance)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 186,105	\$ -	\$ -	\$ -
Cotton Farm Debt Service - \$1,000,000 (Art. 8 (l), 2012 ATM) (remaining project balance funded from Open Space Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 573,700	\$ -	\$ -	\$ -
Cary Memorial Building Upgrades - \$550,000 (Art. 8 (d), 2012 ATM) (remaining project balance funded from Historic Resources Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Battle Green Area Master Plan Implementation - \$143,845 (Art. 8 (f), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,845	\$ -	\$ -	\$ -
Buckman Tavern Historic Structure Report/Restoration Plans - \$65,000 (Art. 8 (h), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -
Historical Society-Historic Records Preservation - \$77,268 (Art. 8 (i), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,268	\$ -	\$ -	\$ -
Greeley Village Accessible Housing Project - \$810,673 (Art. 8 (j), 2012 ATM) (remaining project balance funded from Community Housing Reserve)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 804,372	\$ -	\$ -	\$ -
Land Acquisition (Wright Farm - \$122,000 (Art. 9(a), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,000	\$ -	\$ -	\$ -
Land Acquisition (Wright Farm - \$37,000 (Art. 9(b), 2012 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -
Buckman Tavern Restoration and Renovation (Total cost is \$650,000; remaining balance is funded from the Historic Resources Reserve)(Art.8(o) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -
Cary Memorial Building Upgrades (Total cost is \$550,000; remaining balance is funded from Historic Resources Reserve)(Art.8(c) 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,477	\$ -	\$ -
Lincoln Park Field Improvements (Art. 8 (h), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Park and Playground Improvements (Art. 8 (f), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,500	\$ -	\$ -
Park Improvements - Athletic Fields (Art. 8 (g), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -
Administrative Budget (Art. 8 (q), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -
Marrett Road - Short Term Debt Service and Issuance Costs (Art.2(b), March 18, 2013)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ -	\$ -
Marrett Road - Ancillary Costs (Art.2(c), March 18, 2013 STM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 147,500	\$ -	\$ -	\$ -
Wright Farm Debt Service (Art. 8 (p), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,875	\$ -	\$ -
Marrett Road Design and Engineering - Code Compliance and Future Improvements (Art. 14(n), 2013 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Community Center Renovations (Art. 4, 11/4/2013 STM as amended at the 3/24/2014 STM) - (Total Cost is \$6,320,000 comprised of the following: Undesignated Fund Balance of the CPA Fund (\$2,135,041); residual balance funded from Historic	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,561,109	\$ -	\$ -
LexHAB Set-Aside funds for Development of Community Housing at the Busa Property - (Total cost is \$750,000; residual balance is funded from Community Housing Reserve) (Art. 8(g) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 177,236	\$ -

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
Lincoln Park Field Improvements (Art. 8(h), 2014 ATM) - (Total Cost is \$5620,000;	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ -
Park and Playground Improvements (Art. 8(i) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -
Park Improvements - Athletic Fields (Art. 8(j) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -
Park Improvements - Hard Court Resurfacing (Art. 8(k) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
Parker Meadow Accessible Trail D & E (Art. 8(l) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500	\$ -
CPA Debt Service (Art. 8(m) 2014 ATM) (Does not include potential debt service on short term debt for proposed Cary Memorial Hall renovations and for supplemental funding for Community Center Improvements)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600,807	\$ -
Administrative Budget (Art. 8(n) 2014 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -
Art 10 6/13/14 Community Center Amendment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 834,344	\$ -
Park Improvements - Athletic Fields (Art. 8(j) 2015 ATM)	\$ -									\$ 85,000
Park and Playground Improvements (Art. 8(i) 2015 ATM)	\$ -									\$ 85,000
Park and Playground ADA Accessibility Study (Art. 8(k) 2015 ATM)	\$ -									\$ 68,000
Park Improvements - Hard Court Resurfacing (Art. 8(l) 2015 ATM)	\$ -									\$ 55,000
Lincoln Park Field Improvements (Art. 8(m) 2015 ATM)	\$ -									\$ 220,000
Minuteman Bikeway Culvert Rehabilitation (Art. 8(n) 2015 ATM)	\$ -									\$ 290,000
Grain Mill Alley Design Funds (Art. 8(o) 2015 ATM)	\$ -									\$ 18,000
Minuteman Bikeway Wayfinding Signs (Art. 8(p) 2015 ATM)	\$ -									\$ 39,000
Lower Vine Brook Paved Recreation Path Reconstruction (Art. 8(q) 2015 ATM)	\$ -									\$ 369,813
Property Purchase - 241 Grove Street (Art. 9, March 23, 2015 STM) (Note, total acquisition costs are \$755,000 of which \$140,000 is allocated to Community Housing and \$520,000 is allocated to Open Space)	\$ -									\$ 95,000
FY16 CPA Debt Service (Art.(r), 2015 ATM) (Note, \$424,800 of FY16 debt service for the purchase of Wright Farm Parcel I is in Open Space)	\$ -									\$ 1,992,400
Administrative Budget (Art. 8 (s), 2015 ATM)	\$ -									\$ 150,000
subtotal - appropriations	\$ 129,000	\$ 152,500	\$ 1,874,884	\$ 989,000	\$ 431,551	\$ 2,209,787	\$ 3,027,508	\$ 3,845,961	\$ 3,246,887	\$ 3,467,213
Close to Year-End Surplus Available for Appropriation	\$ 1,401,000	\$ 3,358,231	\$ -	\$ 935,336	\$ 6	\$ 729,513	\$ 118,099	\$ (0)	\$ 146,930	\$ 66,387

Appropriations from Undesignated Fund Balance (year-end surplus available for

Hancock-Clarke House Restoration(Art. 9(c) 2008 ATM for Hist. Pres.)		\$ 600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Station Repairs (Art. 28, 2006 ATM - for Hist Pres.)	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cary Hall Records Vault (Art. 28, 2006 ATM - for Hist. Pres.)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Station Repairs (Art. 28, 2006 ATM - for Hist. Pres.)	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Leary Property (Art. 12, 2009 ATM)	\$ -	\$ -	\$ 163,457	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Busa Property, Short term bonding cost (Art. 6, 2009 STM)	\$ -	\$ -	\$ -	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Administrative Expenses(Art. 25, 2006 ATM)	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Busa Debt Service (Art. 6, 2009 STM) (\$4,197,000 Bond Authorization)	\$ -	\$ -	\$ -	\$ -	\$ 2,562,100	\$ -	\$ -	\$ -	\$ -	\$ -
FY09 Administrative Expenses-Supplemental Appropriation (Art. 7, May 2009 STM)	\$ -	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Stormwater Mitigation Old Res./Marrett Road (Art. 8(b) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 190,047	\$ -	\$ -	\$ -	\$ -	\$ -
Center Playfields Drainage - Implementation Phase - \$875,173 (Art. 8 (c), 2010 ATM, \$271,551of project cost financed from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ 603,622	\$ -	\$ -	\$ -	\$ -	\$ -
FY2011 Administrative Expenses (Art.8(v) 2010 ATM)	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Center Playfields Drainage (Art. 8(f)2011 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 911,863	\$ -	\$ -	\$ -	\$ -
Busa Farm Debt Service - \$930,300 (Art. 8 (k), 2012 ATM) (remaining project balance funded from Unbudgeted Reserves)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 744,195	\$ -	\$ -	\$ -

APPENDIX C: COMMUNITY PRESERVATION ACT SUMMARY

	FY07 Actual	FY08 Actual	FY09 Actual	FY10 Actual	FY11 Actual	FY12 Actual	FY13 Actual	FY14 Actual	FY15 Budget	FY16 Budget
Community Center Renovations (Art. 4, 11/4/2013 STM as amended at the 3/24/2014 STM) - (Total Cost is \$6,320,000 comprised of the following: Undesignated Fund Balance of the CPA Fund (\$2,135,041); residual balance funded from Historic Resources Reserve (\$650,034), Balance of Unbudgeted Reserve as of 3/13/14 (\$2,561,109) and General Fund Unreserved Fund Balance (\$422,816) and CPA-funded Debt Financing(\$551,000)). Note: \$100,000 of cost is for sidewalk construction which is to be funded under Art. 8(a) of the 2014 ATM with funds from the allocation to Unbudgeted Reserve as of 7/1/14)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,135,041		
Supplemental Appropriation to FY15 CPA Debt Service - Cary Memorial Bldg, financing (Art. 30, 2015 ATM)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 2,135,042		\$ 1,000,960
Total	\$ 285,000	\$ 600,000	\$ 163,457	\$ 123,000	\$ 3,505,769	\$ 911,863	\$ 744,195	\$ 2,135,041	\$ -	\$ 1,000,960
Total Appropriations	\$ 414,000	\$ 2,091,199	\$ 5,358,138	\$ 2,612,528	\$ 8,196,159	\$ 4,279,982	\$ 5,475,592	\$ 7,401,515	\$ 4,907,460	\$ 6,140,761

Stabilization Fund History

Authorized M.G.L. Ch. 40, Sec. 5, The Town of Lexington's general stabilization fund has grown steadily over the last seven fiscal years. Stemming from actions of Town Meeting and recommendations of the Selectmen's Ad Hoc Fiscal Policy Committee, annual appropriations to the fund are shown in the table below.

The Fiscal Policy Committee recommended that the Town "[b]uild a Stabilization Fund large enough to buffer the General Fund from the impact of two to three years of reduced state aid and declining local receipts. Continue to allocate between \$500,000 and \$1 million each year until the Stabilization Fund reaches roughly 7% of the prior year's General Fund revenues." (Report of the Financial Policy Committee to BOS, page 4 & 11, March 15, 2006)

Staff further recommended "While we strongly endorse the policy to establish a target balance of 7% of general fund revenues in the Stabilization Fund, we propose that the fund be built to this level over a 5 to 7 year period and that the primary source of funding be significant one-time revenues e.g., NESWC payments, arbitrage proceeds, etc. Furthermore, as a companion to the Committee's recommendation, we propose that a policy guiding the use of stabilization funds be developed. Generally, the policy should specify permitted uses of the fund such as the replacement of significant losses of operating revenue during economic downturns and the funding of unanticipated costs that outstrip the capacity of the Appropriation Committee's reserve fund; and, a specification of the number of years to return the fund to its target level when it is drawn down below that level." (Staff Memo to BOS on FPC Recommendations, September 15, 2006)

Stabilization Fund History

	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Beginning Balance	\$ 961,771	\$ 1,615,947	\$ 4,461,675	\$ 5,672,193	\$ 6,805,815	\$ 7,523,979	\$ 8,376,820	\$ 8,551,561	\$ 8,744,262
Interest Earned	\$ 50,529	\$ 195,728	\$ 210,518	\$ 133,622	\$ 48,320	\$ 142,842	\$ 174,741	\$ 192,700	\$ 192,700
T.M. Appropriation	\$ 603,647	\$ 2,650,000	\$ 1,000,000	\$ 1,000,000	\$ 669,843	\$ 710,000	\$ -	\$ -	\$ -
T.M. Withdrawal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ending Balance	\$ 1,615,947	\$ 4,461,675	\$ 5,672,193	\$ 6,805,815	\$ 7,523,979	\$ 8,376,820	\$ 8,551,561	\$ 8,744,262	\$ 8,936,962

As a Percent of General Fund Revenue

Total General Fund	\$ 117,182,016	\$ 124,113,723	\$ 133,085,712	\$ 134,854,618	\$ 138,988,772	\$ 145,783,426	\$ 152,868,740	\$ 157,667,913	\$ 162,625,752
% of GF Revenue	1.38%	3.59%	4.26%	5.05%	5.41%	5.75%	5.59%	5.55%	5.50%

Specialized Stabilization Funds

Ending balances as of fiscal year end

	FY08	FY09	FY10	FY11	FY12	FY13	FY14
Transportation Demand Mitigation Fund	\$ -	\$ 222,697	\$ 216,693	\$ 305,844	\$ 297,903	\$ 305,765	\$ 295,712
Traffic Mitigation Stabilization Fund	\$ 226,278	\$ 253,310	\$ 284,515	\$ 327,159	\$ 346,477	\$ 96,562	\$ 29,077
School Bus Stabilization Fund	\$ 140,388	\$ 74,583	\$ 4,603	\$ 18	\$ 18	\$ 18	\$ 18
Special Education Stabilization Fund	\$ 350,647	\$ 357,863	\$ 710,970	\$ 1,064,210	\$ 1,067,142	\$ 1,069,456	\$ 1,071,495
Other Post Employment Benefits (OPEB)	\$ -	\$ 403,109	\$ 813,429	\$ 1,560,928	\$ 2,166,697	\$ 3,069,273	\$ 4,482,338
Debt Service/Capital Projects/Building Renewal Fund*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,601,835	\$ 3,990,704

*Amount shown is fund balance as of 6/30/2014. The current balance in the fund, inclusive of action at the 2014 Annual Town Meeting, is \$8,041,281.

Summary of Reserve Fund Transfers

FY 2009-2014

This spreadsheet shows the budgeted and actual transfers from the Appropriation Committee Reserve Fund. The fund, set forth under M.G.L. Ch. 40, Sec. 6, is to be used for extraordinary and unforeseen expenditures, which cannot be paid through regular program appropriations. Specifically, M.G.L. states:

Chapter 40: Section 6. Towns; reserve funds for extraordinary expenditures; establishment

Section 6. To provide for extraordinary or unforeseen expenditures, a town may at an annual or special town meeting appropriate or transfer a sum or sums not exceeding in the aggregate five per cent of the levy of the fiscal year preceding the fiscal year for which the fund, to be known as the reserve fund, is established. No direct drafts against this fund shall be made, but transfers from the fund may from time to time be voted by the finance or appropriation committee of the town, in towns having such a committee, and in other towns by the selectmen; and the town accountant in towns having such an official, and in other towns the auditor or board of auditors, shall make such transfers accordingly.

Appropriated by Town Meeting annually, the Appropriation Committee approves transfer requests.

	FY 2009		FY 2010		FY 2011		FY 2012		FY 2013		FY 2014	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Reserve Fund	\$ 532,500	\$ 532,500	\$ 550,000	\$ 334,401	\$ 950,000	\$ 470,000	\$ 900,000	\$ 40,000	\$ 900,000	\$ 210,350	\$ 900,000	\$ 118,000
Legal	-	\$ 32,495	-	-	-	-	-	-	-	-	-	-
Public Schools	-	-	-	-	-	-	-	-	-	-	-	-
General Insurance	-	-	-	-	-	-	-	-	-	-	-	\$ 11,000
Worker's Comp.	-	-	-	-	-	-	-	-	-	-	-	-
Uninsured Losses	-	-	-	-	-	-	-	-	-	-	-	-
Social Services	-	-	-	-	-	\$ 20,000	-	-	-	-	-	-
Elections	-	-	-	-	-	-	-	-	-	\$ 3,350	-	-
Unemployment	-	-	-	-	-	\$ 50,000	-	-	-	-	-	\$ 65,000
DPW Wages	-	-	-	-	-	-	-	-	-	-	-	\$ 5,000
DPW Supplies	-	-	-	-	-	-	-	-	-	-	-	\$ 17,000
Highway Expenses	-	-	-	\$ 10,000	-	-	-	-	-	-	-	-
BOS Wages	-	-	-	-	-	-	-	-	-	-	-	-
Police Wages	-	-	-	-	-	-	-	-	-	-	-	\$ 11,000
Police Expenses	-	-	-	-	-	-	-	-	-	-	-	\$ 9,000
Fire Wages	-	-	-	-	-	-	-	-	-	-	-	-
Fire Expenses	-	-	-	\$ 60,000	-	-	-	-	-	-	-	-
Snow Wages	-	-	-	-	-	-	-	-	-	\$ 189,000	-	-
Snow Expenses	-	\$ 500,005	-	\$ 264,401	-	-	-	-	-	\$ 18,000	-	-
Library Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Public Facilities	-	-	-	-	-	\$ 400,000	-	-	-	-	-	-
Community Dev Exp.	-	-	-	-	-	-	-	\$ 40,000	-	-	-	-

Lexington Retirement System History

Authorized under M.G.L. Ch 32, the Lexington Retirement System is charged with managing the pensions of most municipal and school employees. Teachers are covered the Massachusetts Teachers Retirement System. State law requires that retirement systems fully fund their pension liabilities by 2040. Lexington is on track to complete full funding of its liability by 2025.

The following table shows information concerning the Pension Liability.

	FY 2010	FY 2011	FY 2012	FY 2013*	FY 2014	FY 2015
Assessment	\$ 3,718,593	\$ 3,798,276	\$ 4,083,286	\$ 4,205,537	\$ 4,805,537	\$ 5,005,537
% Funded	N/A	N/A	88.80%	86.10%	78.30%	82.30%
Target Date for 100% Liability Funding	2015	2015	2020	2020	2030	2025

*An additional \$1,000,000 appropriated in addition to this Assessment at the 2012 Special Town Meeting

Note: FY2015 Assessment from Actuarial Valuation of the Lexington Retirement System as of January 1, 2014.

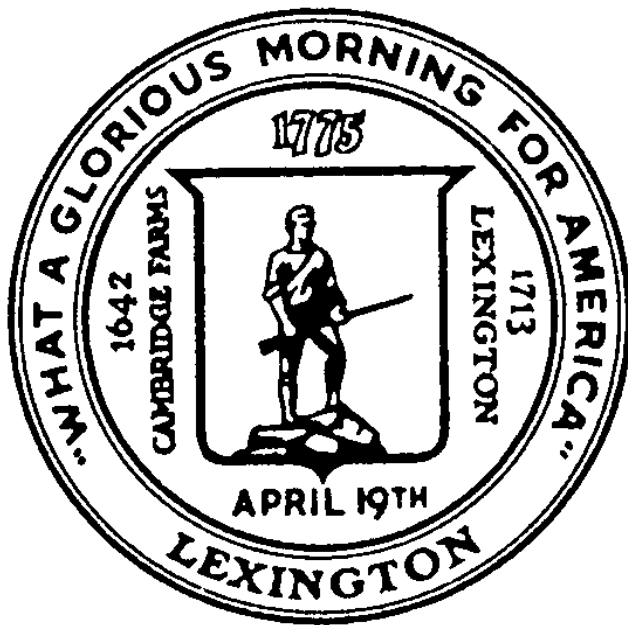
Snow & Ice History

The following spreadsheet details snow & ice expenditures for the Town of Lexington over the last ten (10) Fiscal Years.

Fiscal Year	Budget	Actual	Surplus/(Shortfall)	Transfers with DPW Budget	Reserve Fund Transfers	Year End Deficit Raised in Next Fiscal Year
2014	\$ 1,091,534	\$ 1,744,540	\$ (653,006)			\$ 653,006
2013	\$ 1,091,534	\$ 1,448,098	\$ (356,564)	\$ 149,564	\$ 207,000	\$ -
2012	\$ 1,004,944	\$ 603,900	\$ 401,044	\$ -		\$ -
2011	\$ 987,445	\$ 1,884,338	\$ (896,893)	\$ 242,840		\$ 654,053
2010	\$ 737,445	\$ 1,396,285	\$ (658,840)	\$ 658,840		\$ -
2009	\$ 646,925	\$ 2,282,115	\$ (1,635,190)	\$ 1,533,443		\$ 101,747
2008	\$ 610,237	\$ 1,645,140	\$ (1,034,903)	\$ 537,865		\$ 497,038
2007	\$ 610,173	\$ 759,594	\$ (149,421)	\$ 149,421		\$ -
2006	\$ 600,000	\$ 1,120,337	\$ (520,337)	\$ 378,378		\$ 141,959
2005	\$ 494,125	\$ 1,741,220	\$ (1,247,095)	\$ 453,334	\$ 147,073	\$ 646,688
2004	\$ 297,045	\$ 871,616	\$ (574,571)	\$ 259,171	\$ 133,454	\$ 181,946
Total	\$ 8,171,407	\$15,497,183	\$ (7,325,776)	\$ 4,362,856	\$ 487,527	\$ 2,876,437
2010-2014						
Average	\$ 982,580	\$ 1,415,432	\$ (432,852)	\$ 262,811	\$ 207,000	\$ 261,412
2004-2014						
Average	\$ 742,855	\$ 1,408,835	\$ (665,980)	\$ 436,286	\$ 162,509	\$ 261,494

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Appendix D: Glossary



Glossary

ABATEMENT – an Abatement is a reduction of a tax liability. The Board of Assessors grants abatements for real estate and personal property taxes in cases where an individual’s assessed valuation is determined to be in excess of fair market value.

ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when earned, rather than when collected, and recognizes expenses when incurred, rather than when paid. In Massachusetts, cities and towns must use this basis of accounting for the audited financial statements of Enterprise funds. (Also see Modified Accrual Basis of Accounting).

APPROPRIATION - An authorization granted by the Town Meeting to make expenditures and to incur obligations for specific purposes. Appropriations for any expenditure specify dollar amounts, funding sources, and a period of time within which the funds must be spent. Any funds not expended within the specified time (usually one fiscal year) revert to the Unreserved Fund Balance.

APPROPRIATED BUDGET – As used in fund summaries and department summaries within the budget document, represents the current year budget as originally adopted by Town Meeting. It does not include prior year encumbrances.

ARTICLE - An article or item on the Town Warrant. There are four standard financial articles that appear in the Warrant every year: the Operating Budget Article; an Article for “Supplementary Appropriations for the Current Fiscal Year” (the current fiscal year is the one that was appropriated at the previous year’s Town Meeting); an Article for Prior Years’ Unpaid Bills; and an Article for supplementary appropriations for previously authorized capital improvement projects. “New” capital project requests and other special items generally appear as individual articles without a predetermined order.

ARTICLE TRANSFERS- Projects from previous year Town Meeting article appropriations occasionally have unexpended balances not required once the project is complete. The unexpended balance becomes available for future Town Meeting appropriation.

ASSESSED VALUATION - The valuation of real estate or other property determined by the Town Assessor for tax levying purposes. The Commonwealth certifies the values and methodology in determining values every three years.

ASSETS – Property, plant and equipment owned by the Town.

AUDIT – An examination of the town’s financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool for evaluation of the fiscal performance of a community.

BUDGETARY FUND BALANCE (ALSO FREE CASH) – Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the Comptroller. Free cash is not available for appropriation until certified by the Director of Accounts.

BOND - A written promise to pay a specified sum of money—called the face value or principal amount—at a specified date in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between notes, usually one year or two years in length, and a bond is that the latter runs for a longer period of time. State statute and the Board of Selectmen establish the length of a bond repayment.

BOND ANTICIPATION NOTE (BAN) – A temporary note issued for no more than one or two years. This is commonly used to defer the initial pay down of debt or to accommodate reimbursement for borrowed notes from a private source or other governmental entity.

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period with proposed means of financing. Lexington's budget is a financial plan that is established for a single fiscal year that begins on July 1 and ends on June 30.

BUDGET MESSAGE (Town Manager's Transmittal Letter) – The opening section of the budget that provides the Board of Selectmen, Town Meeting Members, and the general public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal years, and the recommendations of the Town Manager.

CAPITAL EXPENDITURE - A major, non-recurring expenditure involving land acquisition, construction or major rehabilitation of a facility, or purchase of equipment costing \$25,000 or more with a useful life of five years or more.

CAPITAL IMPROVEMENT PROGRAM (CIP) - A financial planning and management tool that identifies public facility and equipment requirements, presents these requirements in order of priority, and schedules them for funding and implementation.

CEMETERY FUND - See Special Revenue Fund.

CHAPTER 90 - Massachusetts General Laws Chapter 90, Section 34 authorizes the Commonwealth to allocate funds to municipalities through the Transportation Bond Issue for highway construction, preservation and improvement projects that create or extend the life of capital facilities. Routine maintenance operations such as pothole filling and snow and ice removal are not covered. The formula for determining the Chapter 90 level of funding is based on a municipality's miles of public ways, population and level of employment. Municipalities receive Chapter 90 funds on pre-approved projects on a reimbursement basis.

CHERRY SHEET - The State allocates a portion of generated revenue to municipalities each year for education and general governmental expenditures. The amount of state aid each community will receive is itemized in a financial statement printed on cherry colored paper (thus the name). The amount of reimbursement is a function of the State budget. Towns usually receive notification in late summer, subsequent to the beginning of the fiscal year.

COMMUNITY PRESERVATION ACT (CPA) – is a local acceptance statute approved by Lexington voters in 2006. The purpose of the CPA is to fund open space, affordable housing, historic preservation and recreation projects that meet the eligibility criteria of the Act. Funding for projects comes from an annual property tax surcharge of up to three percent, which is the percentage adopted in Lexington. The local surcharge is matched by State funds collected as part of the deeds excise tax. The matching funds have ranged from 100% in 2006 to 36% in 2009.

COMMUNITY PRESERVATION COMMITTEE (CPC) – this nine-member appointed Committee reviews projects and determines their eligibility under the CPA. Projects that are approved by the Committee are then recommended to Town Meeting, which has the final vote on appropriating funds for each project. Members of the CPC are appointed by the Board of Selectmen (3), Planning Board, Conservation Commission, Recreation Committee, Housing Authority, Housing Partnership and Historical Commission.

COMPETITIVE BIDDING PROCESS – the process following State law requiring that for purchases of \$25,000 or more a Town must advertise, solicit and publicly open sealed bids from prospective vendors. After a review period, the Town Manager then awards a contract to the successful bidder.

CONTINUING BALANCE ACCOUNTS – At the end of a fiscal year, any unexpended balance in a continuing balance account carries forward to the next year as a type of reserve against future liabilities related to the account. Massachusetts General Laws provides for a number of continuing balance accounts including those for: workers compensation claims, property and liability uninsured losses, and unemployment compensation claims. A continuing balance account is also typically used to fund compensated absence liabilities, facility repair accounts and equipment replacement accounts.

DEBT EXCLUSION - The amount of taxes assessed in excess of the Proposition 2-1/2 levy limit for the payment of debt service costs, subject to a popular referendum. Two-thirds of the Selectmen and a majority of citizens voting must approve the exclusion. These funds are raised to retire the debt service for the project. They are not added to the tax levy limit for the following fiscal year.

DEBT SERVICE - Payment of interest and principal on an obligation resulting from the issuance of bonds.

DEPARTMENT – A division of the Town that has overall management responsibility for an operation or group of related operations within a functional area.

DEPRECIATION – 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, and inadequacy of obsolescence. 2) That portion of the cost of a capital asset that is charged as an expense during a particular period. Depreciation is based on historic costs not replacement value.

EFFICIENCY MEASURES – Indicate how well resources are being used. They include cost-per-unit and productivity indicators.

ELEMENT - The smallest unit of budgetary accountability, which encompasses specific and distinguishable lines of work performed for the purpose of accomplishing a function for which the Town is responsible.

ENCUMBRANCE – To encumber funds means to set aside or commit funds for a future expenditure. Encumbrances include obligations in the form of purchase orders, contracts or salary commitments, which are chargeable to an appropriation and for which a part of the appropriation is reserved.

ENTERPRISE FUND - An account supported by user fees for a specific service that the Town operates as a separate "business" (e.g. Water, Sewer, Recreation). Enterprise funds do not depend on taxes for operating revenue as user fee revenue and expenses are balanced over the long run. Budgeting for all Enterprise Funds is done on a Generally Accepted Accounting Practices (GAAP) basis.

EXPENDITURE – Decrease in net financial resources for the purpose of acquiring and providing goods and services.

EXPENSES – Outflows or other using up of assets or incurring of liabilities during a period from delivering or producing goods, rendering services or carrying out other activities that constitute the entity's ongoing major or central operations. Expenses consist of the following objects of expenditure: Utilities, Supplies and Materials, Contractual Services, and Equipment.

FINES & FORFEITURES - Revenue collected from court fines, penalty charges for overdue taxes along with non-criminal fines are included in this category.

FREE CASH - see Budgetary Fund Balance.

FUND BALANCE – The excess of assets over liabilities.

FUNDING SOURCE – The specifically identified funds allocated to meet budget requirements/expenses.

GENERAL FUND - Revenues derived from the tax levy, state aid, local receipts and available funds are considered General Fund revenues. The General Fund is distinguished from Enterprise Funds and Special Revenue Funds.

GFOA – Government Finance Officers Association of the United States and Canada. The G.F.O.A. is a professional organization of governmental finance officers.

GRANT – A contribution by one government unit or outside agency to another governmental unit. The contribution is usually made for a specific purpose but is sometimes for general purposes.

INVESTMENT INCOME - The Town earns interest on cash held in savings accounts and invested in short term securities. The investment goal is to ensure that all funds are invested in short-term, risk-averse investments. The Treasurer is very restricted as to the instruments in which investments can be made. The amount of investment income is a function of the amount of funds invested and the interest rate.

LIABILITY – Debt or other legal obligation which must be paid, renewed or refunded at some future date, but does not include encumbrances.

LOCAL RECEIPTS - A category of revenue sources including school department charges for services, investment income, fines and forfeitures, building permits and excise taxes. These revenues are not considered part of the Proposition 2 ½ Tax Levy.

MODIFIED ACCRUAL BASIS FOR ACCOUNTING – A method of accounting that recognizes revenue when it is actually received and recognizes expenditures when a commitment is made. In Massachusetts, cities and towns must use this basis for accounting for the general government.

MOTOR VEHICLE EXCISE - All Massachusetts vehicle owners who have their vehicle(s) registered in the State of Massachusetts pay an annual motor vehicle excise tax to the city or town in which they reside. The Registry of Motor Vehicles creates a listing of all vehicles registered in Lexington and the book value assigned to each vehicle. The Town uses this information to bill all owners an annual tax equal to 2 ½ percent or \$25 for each \$1,000 of the vehicle's value.

MWRA – Massachusetts Water Resources Authority, from which the Town purchases water at a wholesale rate in the form of annual assessments to the Water and Wastewater (Sewer) departments.

OPERATING BUDGET – The portion of the budget that pertains to daily operations, which provide basic services for the fiscal year. The operating budget contains appropriations for such expenditures as personnel, supplies, utilities, materials, travel, and fuel and the proposed means of financing them.

OPERATING EXPENDITURE - An ongoing or recurring cost of performing a function or providing a service. Operating expenditures include personal services, supplies and materials, utilities, contractual services, minor equipment, and debt service.

OTHER EXCISE (Hotel/Motel and Jet Fuel) - Lexington hotels and motels charge an 11.7% room tax to guests in accordance with local option legislation. The Town of Lexington receives 6% of this tax in semi-annual installments (See page 12 of the Revenue Section).

OTHER FEES AND CHARGES - Revenue is received from fees or charges by the Inspectional Services, Engineering and Planning Departments, and the Department of Public Works. Also included in this category are collections from ambulance fees, municipal liens, and building rentals.

OVERLAY - The amount reserved for funding property tax abatements and exemptions granted by the Board of Assessors.

OVERRIDE - An action taken by the voters of the town to exceed the limit placed on tax revenue growth by the State tax limitation law known as Proposition 2 ½. The tax levy limit can be exceeded only if a majority of residents voting approve an override. This sum is then added to the base levy for the next fiscal year and becomes a permanent addition to the tax levy limit.

PARKING METER FUNDS - Revenue from town parking meters and parking lot permits are deposited into the Parking Fund. This fund helps offset the costs of Police Department personal services, parking lot maintenance costs, and Department of Public Works expenses directly related to parking lot maintenance.

PERFORMANCE MEASURES – Specific quantitative and qualitative measures of work performed as an objective of the department. Performance Measurement Systems are generally comprised of the following indicators: workload measures, efficiency measures and outcome measures.

PERSONAL SERVICES – A line on the program, subprogram and element sheets which refers to the total of the following objects of expenditure: Wages, Overtime, and Other Compensation.

PROGRAM - A group of related activities performed by one or more organizational units for the purpose of accomplishing a function for which the Town is responsible.

PROPOSITION 2 ½ - A tax limitation measure passed by Massachusetts voters in 1980 which limits the growth of the total property tax levy to 2.5% per year. In other words, the total revenue allowed to be raised through real estate and personal property taxes cannot increase by more than 2.5% from one fiscal year to the next. New construction values are in addition to this limit. Two provisions within Proposition 2 ½ allow the citizens of a community by popular vote to authorize the Town to raise taxes above the tax levy limit: an operating **override** or a **debt exclusion**.

RECREATION FEES - Users of Town recreational facilities and teams participating in Town sponsored sports pay fees for these services. Revenue collected from these fees covers the costs of maintaining facilities, providing coaches and referees, and recreation program management, as well as some Recreation related capital improvements. These recreation programs are managed through a Recreation Enterprise Fund.

RESERVE FUND - An amount set aside annually within the budget of a city or town to provide a funding source for "extraordinary and unforeseen" expenditures. In a town, the Finance (or Appropriation) Committee can authorize transfers from this fund.

RETAINED EARNINGS – The equity account reflecting the accumulated earnings of the enterprise funds.

REVENUE - Budgetary resources. The various revenues the Town receives are listed in the Revenue Summary in the Budget Overview section.

MASSACHUSETTS SCHOOL BUILDING AUTHORITY (MSBA) – A program of the Commonwealth of Massachusetts for the purpose of assisting municipalities in the reconstruction and renewal of its public schools.

SCHOOL REVENUE - Revenue received by Lexington Public Schools from athletic fees, as well as

applicable bus transportation fees.

SENIOR MANAGEMENT TEAM – A group of top managers including department heads from eleven departments and the Town Manager’s Office.

SEWER & WATER CHARGES - The Town operates Water and Sewer Enterprise Funds to manage these municipal operations. Users of sewer and water services provided by the Town pay charges depending upon metered usage. Revenue received from charges for sewer and water services is used to fully support the costs of utility operations, such as Massachusetts Water Resources Authority (MWRA) assessments, debt service obligations, personal service costs, and capital projects. Charges for services are based on a three-tier block rate structure corresponding to usage. Charges rise as usage increases. The Town pays the MWRA assessments to supply water and dispose of Town sewage.

SPECIAL REVENUE FUND - A group of accounts that are funded by revenues from other sources such as the Parking and Cemetery Funds.

STABILIZATION FUND – Massachusetts General Law Ch.40, Sec. 5B, allows a municipality to appropriate in any year an amount not exceeding ten percent of the amount raised in the preceding fiscal year; the aggregate amount in the fund shall not exceed ten percent of the equalized valuation of the municipality. The treasurer shall be custodian of the fund and may invest the proceeds legally; any interest earned shall remain with the fund. Money from the Stabilization Fund may be appropriated for any lawful purpose by two-thirds vote of Town Meeting. In addition to the General Stabilization Fund, the town has stabilization funds for specific purposes, including the Transportation Demand Management Fund, Traffic Mitigation Fund, Special Education Fund, Other Post Employment Benefits (OPEB) Fund, and the Capital Projects/Debt Service/Building Renewal Fund.

TAX LEVY - The total amount to be raised through real estate and personal property taxes. Lexington property owners pay taxes to the Town based on the assessed value of their real and/or personal property. Each year the Board of Selectmen conducts a tax classification hearing to determine a tax rate. The Town Assessor makes adjustments to real estate values in order to properly reflect fair market value. In addition to real estate, businesses may also pay a personal property tax (set at the commercial rate) based on the value of their professional equipment, furniture and fixtures. The amount of taxes a property owner pays is determined by multiplying the applicable tax rate by the valuation. For example, if the tax rate is \$10 and a property's assessed value is \$100,000, the property owner will pay \$10 times \$100,000/1,000, or \$1,000. Tax levy revenues are the largest source of funding for the Town.

TAX LEVY LIMIT - The maximum amount that can be raised by a municipality within Proposition 2 ½.

TAX RATE - The amount of tax levied for each \$1,000 of assessed valuation.

USER FEES - Fees paid for direct receipt of a public service by the user or beneficiary of the service.

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